



SNPLMA 101

Program Overview

SNPLMA 201

Project Nomination

SNPLMA 301

Approval & Funding

SNPLMA 401

Implementation

SNPLMA 501

Closeout

Program Overview



Introduction & Purpose

SNPLMA was enacted in 1998 to provide for the orderly disposal of certain Federal lands in Clark County, Nevada, and expend the sale proceeds and other revenues for purposes identified in the Act.



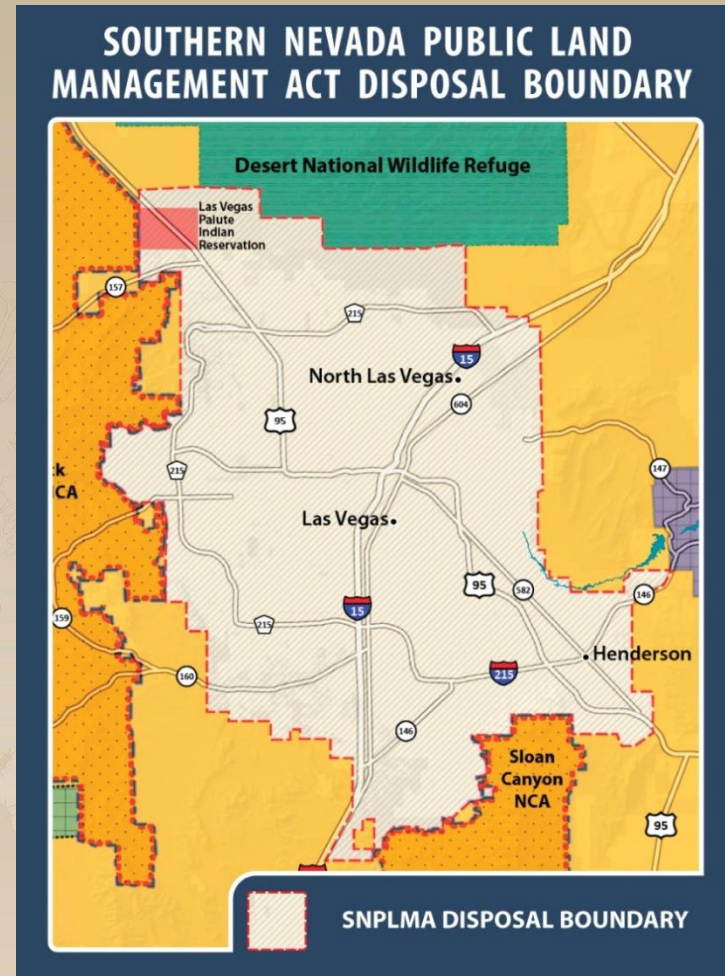
Implementation of Legislation

Land Disposal

- 74,000 acres within the disposal boundary
- Parcels “jointly selected” by local governments and the BLM
- 36,260 acres disposed by sale (includes R&PP and affordable housing); 10,669 comprise the CTA; and 27,071 acres remain for disposal

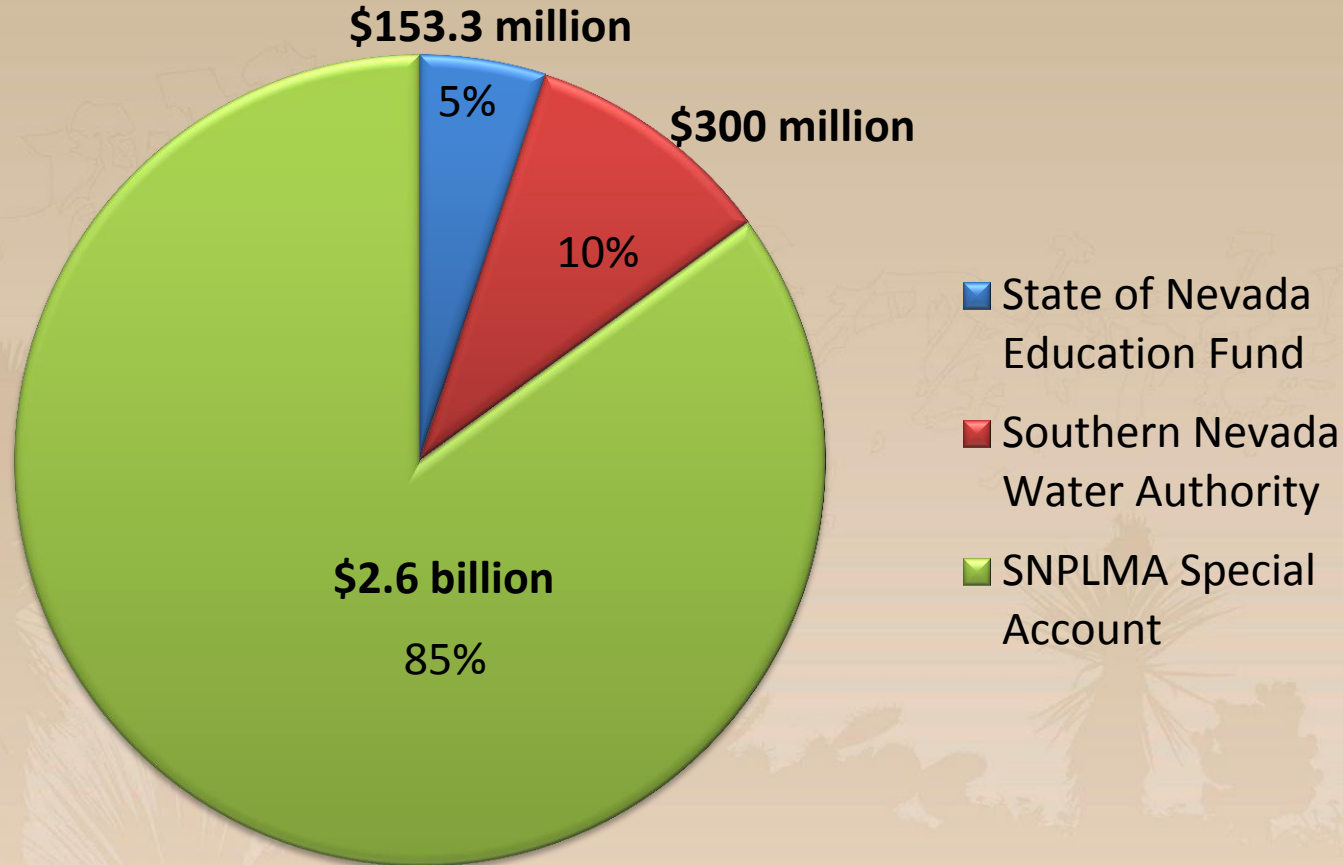
15 Years of Successful Implementation

- Generation of over \$3.3 billion
- Seven legislative amendments increased geographic scope and project categories
- 1,320 projects approved in eight categories plus 43 Pre-proposal Planning projects
- 728 projects completed, 483 projects in progress, and 152 projects terminated through FY2013
- 21 projects approved in Round 14



SNPLMA Sale Disbursements

Allocation of Land Sales*



**As of July 31, 2013*

SNPLMA Funded Categories

- Environmentally Sensitive Land Acquisition
- Capital Improvements
- Conservation Initiatives
- Multiple Species Habitat Conservation Plan (MSHCP)
- Parks, Trails and Natural Areas (PTNA)
- Eastern Nevada Landscape Restoration Project (ENLRP)
- Hazardous Fuels Reduction & Wildfire Prevention
- Lake Tahoe Restoration Act Projects

** The SNPLMA legislation, as amended, defines eligibility in each category**

SNPLMA Organization

BLM, Southern Nevada District Office (SNDO), SNPLMA Division:

Assistant District Manager (ADM)

- Administrative Assistant
- Program Manager for each category: 8 categories – 5 Program Managers
- Database Administrator
- Visual and Graphic Arts Specialist
- Program Analyst (2)

Subgroups

- SNPLMA Division ADM is the Chair for each subgroup
- A subgroup for each category (6)
- Each Subgroup is unique to the category
- Subgroups are organized by Operating Guidelines
- Main responsibility is to draft ranking criteria, rank and score each round of projects on approved criteria, and submit recommendations to the Partners Working Group (PWG) for Executive Committee (EC) approval.
- The EC and PWG may task a Subgroup with assignments

SNPLMA Organization - continued

Partners Working Group (PWG):

- An inter-governmental group consisting of:
 - BLM (Chair)
 - State of Nevada (appointed by the Governor)
 - Two representatives of the local and regional governmental entities from Clark, Lincoln and White Pine Counties. Washoe County SNPLMA eligibility is only temporary until 2015 and therefore is not eligible to provide a representative. Carson City opted not to participate in providing a representative.
 - Rural Nevada (a member of NACO per decision of the Governor)
 - National Park Service
 - U.S. Fish and Wildlife Service
 - USDA Forest Service
 - Bureau of Reclamation, Lower Colorado Regional Office
- PWG members are responsible for representing their respective constituents and keeping them informed of any changes to the SNPLMA program or project implementation.

SNPLMA Organization - continued

SNPLMA Executive Committee (EC):

- An inter-governmental group consisting of:
 - BLM – State Director, Nevada (Chair)
 - National Park Service – Regional Director, Pacific West Region
 - U.S. Fish and Wildlife Service – Manager, California/Nevada Operations
 - USDA Forest Service – Regional Forester, Inter-Mountain Region (Region 4)
 - BLM Chief Financial Officer (non-voting financial advisor)
- The EC makes the final recommendation on new projects to the Secretary of the Interior for approval in consultation with the Secretary of Agriculture.
- The EC approves the SNPLMA Implementation Agreement, the general and specific nomination requirements and ranking criteria for each round, determines the recommended annual budget for new projects in any given round, and approves project modifications that exceed the PWG and SNPLMA Division authorities.

Environmentally Sensitive Land Acquisitions



Walking Box Ranch

Environmentally Sensitive Land Acquisitions

SNPLMA funds can be used for:

- *“the acquisition of environmentally sensitive land in the State of Nevada in accordance with subsection (h), with priority given to lands located within Clark County;”*
- **The SNPLMA defines “environmentally sensitive land” as land or an interest in land, the acquisition of which by the United States would, in the judgment of the Secretary [of the Interior] or the Secretary of Agriculture -**
 - *...promote the preservation of natural, scientific, aesthetic, historical, cultural, watershed, wildlife and other values contributing to the public enjoyment and biological diversity; enhance recreational opportunities and public access; provide the opportunity to achieve better management of public land through consolidation of Federal ownership; or otherwise serve the public interests.”*

Environmentally Sensitive Land Acquisitions Eligibility

The BLM, NPS, FWS, BOR, and USFS are the only eligible agencies in this category.

- Any entity or interested party may nominate land and/or interest in land (such as conservation easements, water rights, mineral rights, etc.) for acquisition provided the nomination includes a willing seller letter signed by the owner of record and a statement from the acquiring eligible agency supporting the nomination
- Can acquire anywhere in the State of Nevada
- This category handles both SNPLMA environmentally sensitive land acquisitions and Santini-Burton land acquisitions at Lake Tahoe
- Through the SNPLMA the Federal agencies have acquired more land (70,254 acres) than BLM has disposed (36,260 acres) in Clark County.

Capital Improvement Projects



Capital Improvements

SNPLMA funds can be used for:

- *“capital improvements at the Lake Mead National Recreation Area, the Desert National Wildlife Refuge, the Red Rock Canyon National Conservation Area, the Great Basin National Park and other areas administered by the Bureau of Land Management and the Forest Service in Clark, Lincoln, and White Pine Counties, and the Spring Mountains National Recreation Area;”*

Capital Improvements Eligibility

The BLM, USFS, NPS, FWS, and BOR are the only eligible agencies in this category.

- The Capital Improvement Strategic Goals are to:
 - Provide opportunities for the public to meaningfully engage in the outdoors;
 - Improve public awareness and engage the public in the conservation and protection of the surrounding natural environment;
 - Protect the integrity of significant resource values; and
 - improve the quality of the environment.
- Funding in this category **cannot** be used for operations and maintenance
- Also funding of necessary equipment is limited to the minimum necessary to carry out the project as it was nominated and approved.
- Projects in this category also have a 27% limitation on planning and environmental documentation expenses.
- Project funding cannot exceed 25% of the total account balance overall.

Conservation Initiatives



Conservation Initiatives

SNPLMA funds can be used for:

- *“up to 10 percent of amounts available, to be used for conservation initiatives on Federal land in Clark, Lincoln, and White Pine Counties and Carson City (subject to paragraph (5)), Nevada, administered by the Department of the Interior or the Department of Agriculture;”*
- The Conservation Initiatives Strategic Goals are to promote projects for:
 - Habitat enhancement
 - Cultural resource protection
 - Public health and safety
 - Outreach and law enforcement are recognized to be important components for successful implementation of these priority project types.

Conservation Initiatives Eligibility

- The BLM, USFS, NPS, FWS, and BOR are the only eligible agencies in this category.
- The 10% limitation is based on the category total over all the Rounds of funding.
- Projects in this category have included: law enforcement, planning, education, OHV route inventory, cultural and biological clearances, illegal dumping clean-up, multi-media outreach, etc.
- This category can be used to do planning and environmental clearances and/or NEPA compliance as a standalone project.



Eastern Nevada Landscape Restoration Project

Eastern Nevada Landscape Restoration Project (ENLRP)

SNPLMA funds can be used for:

- *“to carry out the Eastern Nevada Landscape Restoration Project in White Pine County, Nevada and Lincoln County, Nevada;”*
- According to the “White Pine County Conservation, Recreation, and Development Act of 2006”, the purpose of the Eastern Nevada Landscape Restoration Project is to:
 1. “implement the Initiative; and
 2. restore native rangelands and native woodland (including riparian and aspen communities) in White Pine and Lincoln Counties in the State.”
- The term “Initiative” is defined as the “Great Basin Restoration Initiative” and “Project” means the Eastern Nevada Land Scape Restoration Project

ENLRP Eligibility

- “In carrying out the Project, the Secretaries [of the Interior and Agriculture] may make grants to the Eastern Nevada Landscape Coalition, the Great Basin Institute, and other entities for the study and restoration of rangeland and other land in the Great Basin –
 - to assist in –
 - reducing hazardous fuels; and
 - restoring native rangeland and woodland; and
 - for other related purposes; and
- The Director of the BLM and the Chief of the Forest Service may enter into agreements with the Eastern Nevada Landscape Coalition, Great Basin Institute, and other entities to provide for the conduct of scientific analyses, hazardous fuels and mechanical treatments, and related work.”



Hazardous Fuels Reduction & Wildfire Prevention

Hazardous Fuels Reduction & Wildfire Prevention

SNPLMA funds can be used for:

- *“development and implementation of comprehensive, cost-effective, multijurisdictional hazardous fuels reduction and wildfire prevention plans (including sustainable biomass and biofuels energy development and production activities) for the Lake Tahoe Basin (to be developed in conjunction with the Tahoe Regional Planning Agency), the Carson Range in Douglas and Washoe Counties and Carson City in the State, and the Spring Mountains in the State, that are—*
 - *subject to approval by the Secretary; and*
 - *not more than 10 years in duration;”*

Hazardous Fuels Reduction & Wildfire Prevention (HFRWP) Eligibility

- Three multijurisdictional plans were approved
- Planning and implementation involves more than 24 agencies and entities throughout the three ranges.
- The SNPLMA Executive Committee defines eligibility as any agency or entity that signed at least one of the multijurisdictional fuels plans for the Lake Tahoe Basin, Carson Range, or Spring Mountains Range.
- Agencies and entities are encouraged to work together to identify projects that have synergistic effects from previously funded SNPLMA projects or other forest health or hazardous fuels reduction projects.
- In 2014 the Solicitors returned an opinion that the “not more than 10 years in duration” is not a sunset clause for the hazardous fuels category.



Parks, Trails, and Natural Areas

Parks, Trails and Natural Areas (PTNA)

SNPLMA funds can be used for:

- *“development of parks, trails, and natural areas in Clark, Lincoln, and White Pine Counties and Washoe County (subject to paragraph 4) and Carson City (subject to paragraph (5)), Nevada, pursuant to a cooperative agreement with a unit of local government or regional governmental entity;”*

PTNA Strategic Goals:

- Connect people with the outdoors, fostering an interaction with and increased understanding and appreciation of the natural environment;
- Provide opportunities for underserved communities, which is defined as follows:
 - Communities or identified populations in communities that have been traditionally underserved in the provisions of parks, trails, and natural areas facilities and services. This includes communities who have faced social or economic barriers that have limited their access or connection to healthy natural environments.

Parks, Trails and Natural Areas Eligibility

- Washoe County is eligible to acquire up to 250 acres of land for a PTNA project, and develop one regional park and natural area, prior to 2015, when Washoe County eligibility expires.
- Carson City is eligible to nominate PTNA development projects within the Carson City boundary. The City is also eligible to nominate lands or interests in land that are both within the City boundary and within the Carson River 100-year flood plain for acquisition to develop a PTNA project.
- PTNA projects may only be nominated by those local and regional governmental entities named in the act (or amendments), which include: Clark County, Lincoln County, White Pine County, Washoe County, and Carson City; City of Las Vegas, City of North Las Vegas, and City of Henderson; Southern Nevada Water Authority, Clark County Regional Flood Control District, and Clark County Water Reclamation District.

Lake Tahoe Restoration Projects



Lake Tahoe Restoration Projects

SNPLMA legislation was amended in 2003 to provide funding for the Federal share of the Lake Tahoe Environmental Improvement Program (EIP) set forth in the Lake Tahoe Restoration Act (LTRA). The amendment provided that up to \$300 million be made available by SNPLMA to restore and protect water, air, and forest resources throughout the Lake Tahoe Basin. SNPLMA has allocated the full \$300 million to Lake Tahoe projects.

Lake Tahoe Restoration Projects

- Projects are approved in Rounds 5 – 12
- In total 364 EIP projects were approved, not counting environmentally sensitive land acquisitions authorized in the Santini-Burton Act or hazardous fuels reduction projects authorized in the White Pine Act.
- A main focus of restoration activities is on improving the water clarity of Lake Tahoe.
- Projects range from controlling and eradicating aquatic invasive species, to local entity stormwater capture and control improvements, to improving USFS facilities and trails, all in an effort to reduce the sediment that ultimately could end up in the crystal blue waters of Lake Tahoe.

Multiple Species Habitat Conservation Plan



Multiple Species Habitat Conservation Plan (MSHCP)

SNPLMA funds can be used for:

“development and implementation of a multi-species habitat conservation plan in Clark County, Nevada;”

- The Multiple Species Habitat Conservation Plan (MSHCP) provides regional compliance with the federal Endangered Species Act for land disturbance in Clark County, Nevada.
- The MSHCP is the framework for mitigation impacts to the threatened Desert Tortoise (*Gopherus agassizii*) and 77 other species in Clark County pursuant to development of any non-federal land in Clark County, including BLM disposal properties.

MSHCP Eligibility:

- Clark County prepares project proposals based on guidance from applicable adaptive management reports and in consultation with Permittees and FWS. Proposals are developed based on budget principles and project concepts agreed upon by the FWS. Proposals are ranked in order of priority based on needs of the MSHCP and at the request of the SNPLMA Division.
- Clark County seeks review and input from a Science Advisor on science-based project proposals and budget.
- Clark County posts project proposals and budgets for public comment.
- Clark County takes project proposals to the Board of County Commissioners (BCC) for direction to submit as nominations to SNPLMA.
- The SNPLMA Division receives the nominations for the proposed projects approved by the BCC and forwards them to the PWG for consideration in developing the SNPLMA Preliminary Recommendation for that round of expenditures.
- The DCP project nominations then follow the remainder of the SNPLMA nomination process, including the SNPLMA public comment period, SNPLMA EC Final Recommendation, and Secretary of the Interior approval.

Trends & Management Tools



SNPLMA Funding Trends

Round	Total Number of Approved Projects	Total Amount Approved	Average Project Funding
Round 6	262	\$894.0 M	\$3.4 M
Round 7	33	\$115.3 M	\$3.5 M
Round 8	55	\$75.5 M	\$1.4 M
Round 9	53	\$69.3 M	\$1.3 M
Round 10	45	\$51.3 M	\$1.1 M
Round 11	35	\$42.0 M	\$1.2 M
Round 12	20	\$7.5 M	\$375 K
Round 13	21	\$6.8 M	\$323 K
Round 14	21	\$7.2 M	\$360 K

* The above figures exclude Lake Tahoe Restoration projects, which were cumulatively funded for \$300 M in Rounds 5 through 12.

Project Completion/Termination: Overall SNPLMA Progress

SNPLMA Round	In Process	Completed/Closed	Terminated	Total	% Complete, Closed or Terminated
Round 1	0	20	7	27	100%
Round 2	0	40	12	52	100%
Round 3	3	58	21	82	96%
Round 4	12	115	36	163	93%
Round 5	36	132	12	180	80%
Round 6	74	206	33	313	76%
Round 7	32	56	8	96	67%
Round 8	36	60	4	100	64%
Round 9	61	30	3	94	35%
Round 10	72	6	5	83	13%
Round 11	57	4	7	68	16%
Round 12	58	1	4	63	8%
Round 13	21	0	0	21	0%
Round 14	21	0	0	21	0%
Totals	483	728	152	1,363	53%

SNPLMA Grand Matrix Management Tool

SOUTHERN NEVADA PUBLIC LAND MANAGEMENT ACT of 1998, as amended, Funding Status as of 02/28/13

Parks, Trails, and Natural Areas

Round 1

Overall Priority	Round Priority	Project Name	Project Number	Designated Amount	Contingency	Special Account Reserve (SAR)	New Allowed Costs (NAC)	Budget Reallocation (BRA)	Total Available Reduced Amount	Currently Allocated	Cumulatively Obligated	Deobligated	Reimbursement Approved	Disbursed	Transferred Transfer \$S's via Direct Charge	Status	Project End Date / Status Date
1	1-1	Wetlands Park	CC01	\$4,200,000.00	\$0.00	\$1,000,000.00	\$5,000.00	\$0.00	\$5,205,000.00	\$5,205,000.00	\$5,220,521.87	\$15,521.87	\$5,205,000.00	\$5,205,000.00	\$0.00	CL	4/1/2007
Amount Returned to the SNPLMA Program:									\$0.00								8/26/2010
Round 1 Totals:				\$4,200,000.00	\$0.00	\$1,000,000.00	\$5,000.00	\$0.00	\$5,205,000.00	\$5,205,000.00	\$5,220,521.87	\$15,521.87	\$5,205,000.00	\$5,205,000.00	\$0.00		

Round 2

Overall Priority	Round Priority	Project Name	Project Number	Designated Amount	Contingency	Special Account Reserve (SAR)	New Allowed Costs (NAC)	Budget Reallocation (BRA)	Total Available Reduced Amount	Currently Allocated	Cumulatively Obligated	Deobligated	Reimbursement Approved	Disbursed	Transferred Transfer \$S's via Direct Charge	Status	Project End Date / Status Date
2	2-1	Bootleg Canyon Loop Trail	BC01	\$48,000.00	\$4,800.00	\$0.00	\$0.00	\$0.00	\$18,118.51	\$18,118.51	\$25,365.12	\$7,246.61	\$18,118.51	\$18,118.51	\$0.00	CL	1/30/2004
Amount Returned to the SNPLMA Program:				\$34,681.49					\$34,681.49								1/27/2004
3	2-2	Las Vegas Springs Preserve	LV01	\$2,000,000.00	\$200,000.00	\$0.00	\$0.00	\$0.00	\$2,200,000.00	\$2,200,000.00	\$2,200,000.00	\$0.00	\$2,200,000.00	\$2,200,000.00	\$0.00	CL	6/30/2004
Amount Returned to the SNPLMA Program:				\$245,181.80					\$245,181.80								7/1/2004
4	2-3	River Mountain Loop Trail	HN01	\$1,500,000.00	\$150,000.00	\$0.00	\$96,000.00	\$0.00	\$1,500,818.20	\$1,500,818.20	\$1,595,986.00	\$95,167.80	\$1,500,808.20	\$1,500,818.20	\$0.00	CL	7/28/2007
Amount Returned to the SNPLMA Program:				\$550,000.00					\$550,000.00								4/30/2006
5	2-4	Pathway Vegas Wash	NL01	\$1,700,000.00	\$170,000.00	\$280,000.00	\$270,700.00	\$0.00	\$2,420,700.00	\$2,420,700.00	\$2,420,700.00	\$0.00	\$2,420,700.00	\$2,420,700.00	\$0.00	CL	11/8/2006
Amount Returned to the SNPLMA Program:																	10/30/2006
6	2-5	Wetlands Park, Phase II	CC02	\$2,700,000.00	\$270,000.00	\$794,800.00	\$0.00	\$0.00	\$2,415,405.48	\$2,415,405.48	\$2,970,000.00	\$554,594.52	\$2,415,405.48	\$2,415,405.48	\$0.00	CL	12/31/2004
Amount Returned to the SNPLMA Program:				\$1,349,394.52					\$1,349,394.52								10/7/2005
7	2-10	Trailhead and Staging Area at ...	CC03	\$500,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	TR	5/20/2002
Amount Returned to the SNPLMA Program:				\$550,000.00					\$550,000.00								
Round 2 Totals:				\$2,179,257.81	\$844,800.00	\$1,074,800.00	\$366,700.00	\$0.00	\$8,555,042.19	\$8,555,042.19	\$9,212,051.12	\$657,008.93	\$8,555,032.19	\$8,555,042.19	\$0.00		

Round 3

Overall Priority	Round Priority	Project Name	Project Number	Designated Amount	Contingency	Special Account Reserve (SAR)	New Allowed Costs (NAC)	Budget Reallocation (BRA)	Total Available Reduced Amount	Currently Allocated	Cumulatively Obligated	Deobligated	Reimbursement Approved	Disbursed	Transferred Transfer \$S's via Direct Charge	Status	Project End Date / Status Date
8	3-1	Wetlands Trail Connection	HN02	\$300,000.00	\$30,000.00	\$0.00	\$27,000.00	\$0.00	\$294,552.12	\$294,552.12	\$357,000.00	\$62,447.88	\$294,552.12	\$294,552.12	\$0.00	CL	12/18/2006
Amount Returned to the SNPLMA Program:				\$62,447.88					\$62,447.88								12/18/2006
9	3-2	Union Pacific RR Trail, Phase I	HN03	\$1,350,000.00	\$135,000.00	\$0.00	\$108,000.00	\$0.00	\$1,514,495.26	\$1,514,495.26	\$1,593,000.00	\$78,504.74	\$1,514,495.26	\$1,514,495.26	\$0.00	CL	6/12/2008
Amount Returned to the SNPLMA Program:				\$78,504.74					\$78,504.74								6/12/2008
10	3-3	St Rose Parkway Trail & Landsc...	HN05	\$791,515.00	\$79,151.50	\$0.00	\$63,000.00	\$0.00	\$889,472.80	\$889,473.30	\$933,667.00	\$44,193.70	\$889,473.30	\$889,473.30	\$0.00	CL	9/30/2007
Amount Returned to the SNPLMA Program:				\$44,193.70					\$44,193.70								3/21/2008
11	3-4	Boulder Highway Trail	HN06	\$500,000.00	\$50,000.00	\$0.00	\$40,000.00	\$0.00	\$572,078.58	\$572,078.58	\$590,000.00	\$17,921.42	\$572,078.58	\$572,078.58	\$0.00	CL	6/12/2008
Amount Returned to the SNPLMA Program:				\$17,921.42					\$17,921.42								6/12/2008
12	3-5	Lone Mountain Trail	LV04	\$3,200,000.00	\$320,000.00	\$0.00	\$190,000.00	\$0.00	\$1,829,563.29	\$1,829,563.29	\$3,710,000.00	\$1,880,436.71	\$1,710,981.90	\$1,829,563.29	\$0.00	CL	9/15/2008
Amount Returned to the SNPLMA Program:				\$1,880,436.71					\$1,880,436.71								9/15/2008
13	3-6	McCullough Trail Connect	HN04	\$2,100,000.00	\$210,000.00	\$0.00	\$277,000.00	\$0.00	\$2,587,000.00	\$2,587,000.00	\$2,587,000.00	\$0.00	\$104,666.14	\$1,524,816.52	\$0.00	TO	8/31/2013
Amount Returned to the SNPLMA Program:																	8/26/2006

Tuesday, March 12, 2013

Parks, Trails, and Natural Areas

Page 77 of 100

Rounds



General Nomination Timeline

Date	Action
September	Nomination period opens for 60 days
February – March	Subgroups review and rank nominations
April	Partners Working Group develops preliminary recommendation
May – June	Public Comment Period for 45 days
July – August	Executive Committee develops final recommendation
September – October	Secretary of the Interior issues a decision on the round of nominations for funding

Program Accountability

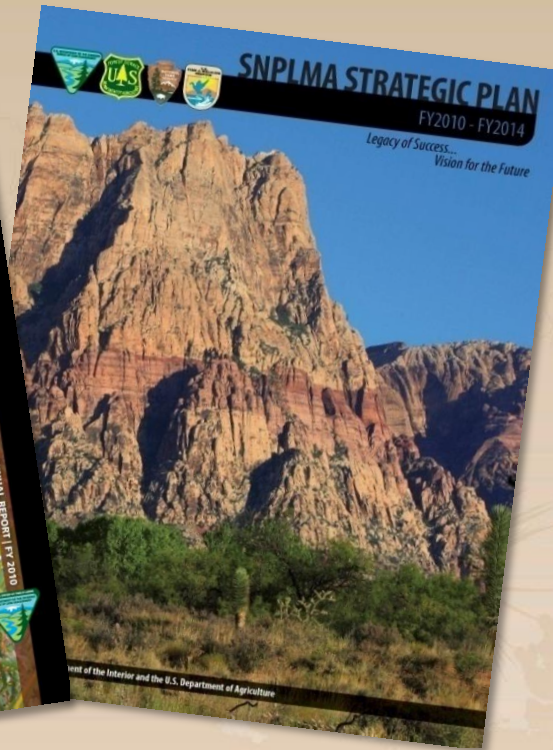


Program Accountability

Annual Reporting to Congress



Strategic Plan





SNPLMA 101

Program Overview

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Closeout

Introduction & Purpose

SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.

- This course will focus on the **Nomination** process.
- Within the Nomination process, the emphasis will be on:
 - Eligibility and Projects of Concern
 - General and specific category guidance
 - Scoring and ranking criteria
 - Tiering to the SNPLMA Strategic Plan
 - Other tips from successful nominations

Projects of Concern (POC) and Eligibility

What is the Project of Concern (POC) list and how does it affect eligibility?

- The POC list was created in June 2011 during the Final Recommendation meeting for Round 12 projects as a result of a program review conducted by the DOI Office of Policy Analysis (PPA).
- The PPA report concluded that projects are taking too long to complete and program changes are necessary to close projects in a more timely fashion.
- The PPA is closely following SNPLMA's progress through regular data calls and the Annual Report to Congress.

Projects of Concern (POC) and Eligibility

- The SNPLMA Division uses the POC list as a tool to monitor the progress of projects at a glance.
- The POC list is designed to draw attention to issues that must be addressed because they are affecting the project's time, scope, or funding.
- The use of the POC list has become more integral in the recommendations for future funding.
- The colors are selected by the SNPLMA Program Manager and the entity can provide comments or information for the Program Manager's consideration.

Projects of Concern (POC) and Eligibility

- All active projects, i.e. status of FA, TO, EX, CM, are assigned a color of concern.
- The SNPLMA Division uses a four color system:
 - **Green**: no concern, project is moving forward as planned.
 - **Yellow**: an issue exists or an approved modification warrants closely watching. Not going to affect overall performance or future funding.
 - **Orange**: serious issues affecting project constraints. The project is out of sync with time/progress/cost variables.
 - **Red**: issues so great the project is likely to be terminated or the project is expired for more than 90 days without an acceptable closeout package submitted to the SNPLMA Division. All PPP projects are automatically labeled Red.

Projects of Concern (POC) and Eligibility

- The POC list and process for coming on or going off the list was added to the SNPLMA Implementation Agreement in January 2014.
- The POC list was used to determine funding for Round 14 and it will be used for Round 15 as well.

SNPLMA Nomination Guidance

- SNPLMA has general nomination guidance and category specific guidance.
- The general and specific nomination guidance is approved each round by the PWG and the EC.
- Category specific guidance necessary to address the unique or specific aspects of each category, and to tease out the best projects for SNPLMA funding.
- The term “best” is relative to the criteria and other projects nominated in the round.

Round 15 General Guidance

General guidance consists of:

– Limitations and Direction

- Limited to 3 submissions per entity per category, except for the Hazardous Fuels category.
- Hazardous Fuels eligible entities can submit 3 nominations per entity per legislated fuels area.
- Nominations are limited to the best value option for a viable project.
- Nominations are limited to one project location for PTNA and Capital Improvements. This means one campground, one park, one trail, etc.

Round 15 General Guidance - continued

– Limitations and Directions continued

- Land Acquisitions, Conservation Initiatives, MSCHP, ENLRP, and Hazardous Fuels can identify an area as the location.
- Nominations may not identify non-eligible recipients of sub-awards in the nomination. You are encouraged to work with partners in developing the nomination but you can't indicate in the narrative or budget that money will go to these partners unless the law allows (White Pine Act has this for ENLRP).
- Nominations must use the SNPLMA performance measures to quantify deliverables, where appropriate.

Round 15 General Guidance - continued

- Limitations and Directions continued
 - Nominations must address all three values (+/-) in the SNPLMA Strategic Plan:
 - Sustainability: projects that provide benefits in the near and long term by emphasizing healthy and resilient landscapes as well as durability, relevancy, and shared support.
 - Connectivity: projects that link people to nature and to recreational opportunities, and unite important places across the landscape.
 - Community: projects that improve quality of life for the human community and protect the integrity of biological communities.

Round 15 General Guidance - continued

– Formatting and Submittal Requirements

- Nomination period is for 60 days run from September 8 through November 7, 2014.
 - Late submissions are not considered. Received by 4:30 pm on Friday November 7, not post marked.
 - One hard copy and one electronic copy must be provided, including all of the pictures, maps, budgets, letters of support, etc.
 - Maps must show the “big picture” of past, ongoing, and future projects, where appropriate.
 - If there are small errors the SNPLMA Division can fix and reprint we will or we will contact you to fix and submit the corrections. This is only as time allows.

Round 15 General Guidance - continued

– Nomination Content Requirements

- Indicate the project standard timeframe.
- Cover page with entity's name, logo, SNPLMA round and category, title, the amount requested
- Project map with latitude/longitude in degrees, minutes, seconds (N36° 52' 45.00"/ W115° 12' 10.01")
- The nomination should address and verify contributions and contributed funds.
- Nominations must have a purpose statement with primary deliverables.
- Nominations must identify their level of readiness in terms of staffing, resources, NEPA, initial planning, SHPO coordination, internal/interagency coordination, etc.

SNPLMA Strategic Plan

VISION

- Provide the public with naturally functioning, sustainable landscapes and recreation opportunities for their enjoyment, benefit, and stewardship.

MISSION

- Work collaboratively and transparently with program partners to represent the public's best interest in managing resources generated from the transfer of public land out of Federal ownership through projects that connect people with nature and conserve the landscape for the benefit of present and future generations.

SNPLMA Strategic Plan

VALUES

This five-year Strategic Plan focuses implementation of the SNPLMA Program on three values:

- sustainability, connectivity, and community.

Encouraging projects that promote sustainability

- Projects that promote sustainability provide benefits in the near and long term by emphasizing healthy and resilient landscapes as well as durability, relevancy, and shared support.

Encouraging projects that promote connectivity

- Projects that promote connectivity link people to nature and to recreational opportunities, and unite important places across the landscape.

Encouraging projects that promote community

- Projects that promote community are those that improve quality of life for the human community and protect the integrity of biological communities.

Scoring and Ranking

- Scoring and ranking is first completed by the Subgroup for the category.
- The Subgroups make a recommendation based on the scores. The PWG uses the scores to aid in their Preliminary Recommendation for funding.
- The scores are relatively weighted. Higher value criteria and factors have higher points.
- The ranking criteria and factors either use specific language from the enacting legislation or are the Subgroup/PWG/EC interpretation of that legislation.
- Ranking criteria and factors are evaluated each round as if to look back and validate that the projects with the most points are the most important (relatively).

Criteria Example

1. Improves the community within and/or adjacent to the project area.		Points = 30
Factors:		
A. Address immediate public health and safety and community infrastructure.		
1. Project is within the Defense Zone, generally an area within 0.25 mile of life and property, as depicted by the most current Wildland Urban Interface (WUI) map in the applicable plan.		20
2. Project is within the Threat Zone, generally an area between 0.25 mile and 1.50 miles of life and property, as depicted by the most current WUI map in the applicable plan.		10
3. Project is within the general forest or other lands beyond the WUI (generally greater than 1.5 miles from life and property), as depicted by the most current map in the applicable plan.		5
B. Promotes protection of source water (rivers and lakes) or municipal watersheds.		5
C. Project includes education and outreach to the community on Living with Fire or Fire Adapted Communities and/or the importance of fuels reduction on federal, state, and local government land.		5
Select the most appropriate Factor (A1, A2, A3) and award all points indicated. Score Factors B and C on a sliding scale.		

Score Sample

Round 14 Hazardous Fuels Nomination Subgroup Ranking

Rank	Agency	Project Name	Total	Percent of Total Points Possible	Requested	Cumulative
1	USFS Lake Tahoe Basin	Incline Hazardous Fuels Reduction and Healthy Forest Restoration	400	89%	\$500,000	\$500,000
2	California Tahoe Conservancy	South Shore CWPP Implementation	378	84%	\$70,069	\$570,069
3	California Tahoe Conservancy	North Shore CWPP Implementation	376	84%	\$105,933	\$676,002
4	USFS Carson Ranger District	Little Valley Fuels Reduction	373	83%	\$500,000	\$1,176,002
5	Tahoe Douglas Fire Protection District	Upper Haines Canyon	367	82%	\$237,400	\$1,413,402
6	USFS Spring Mountains	Deer Creek Hazardous Fuels Treatment	364	81%	\$533,500	\$1,946,902

Tips and Tricks for Successful Nominations

- Nominations are about believability in deliverables
 - Can you deliver on your promise
 - Realistically will the treatment or restoration have the desired outcome
 - Does the land actually provide the habitat described
 - Making a statement just to get the points will be viewed as disingenuous
- Use accurate and reasonable cost estimates
 - Subgroups are quick to run calculations to compare \$ per acres, or \$ per sq.ft.
- Propose reasonable scope/deliverables
 - What will you realistically accomplish given the time and funding
 - Remember to build time for closeout into the schedule



SNPLMA 101

Program Overview

SNPLMA 201

Project Nomination

SNPLMA 301

Approval & Funding

SNPLMA 401

Implementation

SNPLMA 501

Closeout

Introduction & Purpose

SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.

- This course will focus on the **Approval and Funding** process.
- Within the Approval and Funding, the emphasis will be on:
 - Secretary Decision Document terms and conditions
 - How each entity receives SNPLMA funding, e.g. Assistance Agreement, transfer, task order, etc.

Congratulations! Your nomination was approved...now what?



Funding Instruments

There are four methods (i.e. financial instrument formats) for receiving SNPLMA funds. The method chosen depends primarily on the receiving entity and differs in regards to how funds are distributed.

- Most federal agencies receive funding through quarterly transfers or Interagency Agreements.
 - Payments for transfers are considered both reimbursement and advance funding.
- Non-federal entities receive funding through Assistance Agreements.
 - Payments are completed through the Automated Standards Application for Payment or ASAP.
- The BLM receives funding through a task order.
 - Task Orders are a direct charge mechanism. Funding is neither advance or reimbursement.

*It is possible for entities receiving funds through an assistance agreement to receive funds in advance of work being done. To do so the entity should work with the SNPLMA Program Manager and BLM Grants Management Officer to submit an SF-270.

Execution of Funding Instruments Takes Time and Collaboration

Depending on the type of funding instrument, any of the following parties may be involved:

1. SNPLMA Division
2. Partnering Entity Receiving Funds
 - a) Some agencies use service centers, State or county boards, etc.
3. BLM Nevada State Office Contracting Officer and Specialists
4. BLM Nevada State Office Grants Management Specialists
5. Interior Business Center SNPLMA Accountant

Transfer letters are signed only by the SNPLMA Division and accordingly take the least amount of time to execute. In contrast, the process to execute Assistance Agreements is much more complex and takes the most amount of time. Task Orders and Inter-Agency Agreements fall somewhere between the two.

Which Funding Instrument is Right for You?

Entity	Assistance Agreement	Inter-Agency Agreement	Task Order	Transfer Letter
BLM			X	
BOR		X		X
California Tahoe Conservancy	X			
Carson City	X			
Clark County	X			
City of Las Vegas	X			
City of North Las Vegas	X			
City of Henderson	X			
EPA		X		
FWS		X		X
Lincoln County	X			
NRCS		X		
North Lake Tahoe Fire Protection District	X			
NPS		X		X
Southern Nevada Water Authority	X			
State of Nevada	X			
Tahoe Douglas Fire Protection District	X			
USACE		X		
USFS		X		X
USGS		X		
White Pine County	X			

Timing is Everything

You only have **12 MONTHS** from the date the Special Account Funds Notice is issued to begin work on approved projects.

- An executed financial agreement in and of itself *does not* constitute the beginning of work – the on-the-ground work and direct project implementation **MUST** begin within this timeframe or the project can be terminated.

Project expenses incurred prior to issuance or after the expiration of the funding instrument are not compensable by SNPLMA *with one exception*:

- Entities have 90-days from the expiration date of the Assistance Agreement during which they can continue to be reimbursed for administrative costs associated with closing out the project

Funding Instruments Reflect the History of the Project

Funding Instruments are not STATIC. They will require changes for any of the following:

1. Time Extensions
2. Scope Changes
3. Adding Funds (as a result of approved SAR, contingency, and interagency project budget revision requests)
4. De-obligating funds (as a result of scope changes, project close-outs, or interagency project budget revision requests)
5. Project Close-Out
6. Administrative Actions

Assistance Agreements

Eligibility and Brief History

All non-Federal entities eligible for SNPLMA funds, regardless of category, are required to establish an assistance agreement (AA) to receive funds.

Funds will be disbursed through the "Automated Standard Application for Payment (ASAP)" System.

Important Websites:

www.grants.gov

www.asap.gov

www.sam.gov

Page 1 of 2

Grant and Cooperative Agreement				CHOOSE ONE: <input checked="" type="checkbox"/> COOPERATIVE AGREEMENT <input type="checkbox"/> GRANT
CHOOSE ONE: <input type="checkbox"/> EDUCATION <input type="checkbox"/> FACILITIES <input type="checkbox"/> RESEARCH <input type="checkbox"/> SDOR <input type="checkbox"/> TRAINING				
1. GRANT/COOPERATIVE AGREEMENT NUMBER L05AC13905		2. SUPPLEMENT NUMBER 0005		3. EFFECTIVE DATE 08/29/2011
4. COMPLETION DATE				
5. ISSUED TO NAME/ADDRESS OF RECIPIENT (No., Street, City/County, State, Zip) SOUTHERN NEVADA WATER AUTHORITY Attn: UNKNOWN 1001 S VALLEY VIEW BLVD LAS VEGAS		6. ISSUED BY BLM NV-STATE OFC BGT&FIN SVC (NV955) Mailing Address: 1340 FINANCIAL BLVD. RENO NV 89520		
7. TAXPAYER IDENTIFICATION NO. (TIN)		9. PRINCIPAL INVESTIGATOR/ORGANIZATION'S PROJECT OR PROGRAM MGR. (Name & Phone) Jeremy Brooks, Management Analyst 702-258-3258		
8. COMMERCIAL & GOVERNMENT ENTITY (CAGE) NO.				
10. RESEARCH, PROJECT OR PROGRAM TITLE Las Vegas Wash Environmental Restoration Priority 5/3, Project WA01				
11. PURPOSE See Schedule				
12. PERIOD OF PERFORMANCE (Approximately) 09/19/2005 through 12/31/2012				
13A. AWARD HISTORY		13B. FUNDING HISTORY		
PREVIOUS		PREVIOUS		
\$10,686,720.00		\$10,686,720.00		
THIS ACTION		THIS ACTION		
\$0.00		\$0.00		
CASH SHARE		TOTAL		
\$0.00		\$10,686,720.00		
NON-CASH SHARE				
\$0.00				
RECIPIENT SHARE				
\$0.00				
TOTAL		\$10,686,720.00		
14. ACCOUNTING AND APPROPRIATION DATA 01				
PURCHASE REQUEST NO.		JOB ORDER NO.		AMOUNT
				STATUS
15. POINTS OF CONTACT				
NAME		MAIL STOP	TELEPHONE	E-MAIL ADDRESS
TECHNICAL OFFICER Jeff Wilbanks			702-515-5070	jwilbanks@blm.gov
NEGOTIATOR				
ADMINISTRATOR Eddie W. Bell			775-861-6435	eddie_bell@blm.gov
PAYMENTS				
16. THIS AWARD IS MADE UNDER THE AUTHORITY OF: Southern Nevada Public Land Management Act of 1998 P.L. 105- 263, as amended				
17. APPLICABLE STATEMENT(S), IF CHECKED: <input type="checkbox"/> NO CHANGE IS MADE TO EXISTING PROVISIONS <input type="checkbox"/> FDP TERMS AND CONDITIONS AND THE AGENCY-SPECIFIC REQUIREMENTS APPLY TO THIS GRANT		18. APPLICABLE ENCLOSURE(S), IF CHECKED: <input type="checkbox"/> PROVISIONS <input type="checkbox"/> SPECIAL CONDITIONS <input type="checkbox"/> REQUIRED PUBLICATIONS AND REPORTS		
UNITED STATES OF AMERICA		COOPERATIVE AGREEMENT RECIPIENT		
CONTRACTING/GRANT OFFICER Susan Kaller		DATE 9/12/11	AUTHORIZED REPRESENTATIVE Patricia Mulroy, General Manager	
			DATE 8.23.11	

for

Example Assistance Agreement

What Does it Take to Get an Assistance Agreement?

1

- Entity registers as a Federal contractor in the System Award Management (SAM) program at www.sam.gov (Tip: Consider registering at www.grants.gov and www.asap.gov at this time as these can be time consuming and this will help keep the process moving later on.)

2

- Entity submits a written request to the SNPLMA Division to initiate project funding
- Entity enters a work plan in the SNPLMA quarterly reporting database

3

- SNPLMA Program Manager requests establishment of a WBS element from SNPLMA Accountant

4

- SNPLMA Program Manager approves the work plan
- SNPLMA Program Manager submits a Statement of Work/Statement of Programmatic Involvement to the BLM Nevada State Office Contracting Division

5

- SNPLMA Program Manager creates a purchase requisition in the Federal Business Management System (FBMS)

6

- BLM Nevada State Office (NSO) Contracting Office issues a Request for Application (RFA) on www.grants.gov.

7

- Entity registers and applies for the project by submitting the SF 424 "Application for Federal Assistance" and other required forms via www.grants.gov. Entity is also responsible for sending the Appendix B "Necessary Expense" form and Detailed Cost Estimate Worksheet to the SNPLMA Program Manager.

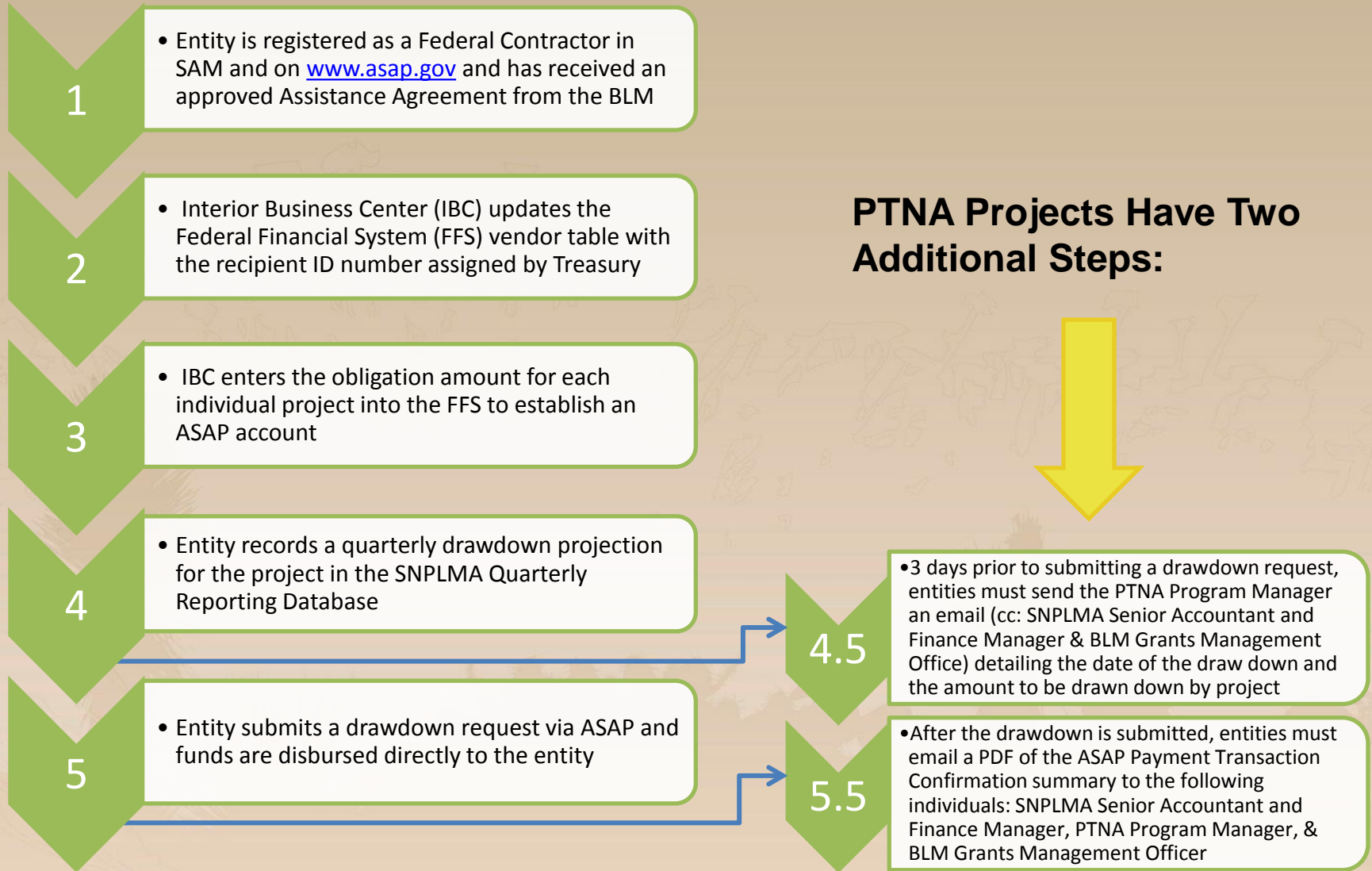
8

- BLM NSO Contracting Office reviews AA application and other materials submitted by the entity to develop a draft AA and then sends the approved AA to the entity. Acceptance of the award is defined upon beginning work on the project - the BLM no longer requires a signature on behalf of the recipient for new awards.

9

- Copies of the fully executed AA are distributed to the entity, the SNPLMA Program Manager, and the SNPLMA Accountant at the IBC.

Now That That's Settled, How Do I Get the Money?



Do's and Don'ts for Assistant Agreements

DO

- Be sure to register with SAM on www.sam.gov, on www.asap.gov, and on www.grants.gov
- Plan to submit the request to initiate funding for approved projects as soon as possible after the Special Account Funds Notice is issued
- Record quarterly drawdown projections in the SNPLMA Quarterly Reporting Database
- Spend all funds within **3 DAYS** from the receipt of funds

DON'T

- Get your agreement placed under “Agency Review” by doing any of the following:
 - Failing to submit quarterly reports
 - Failing to expend funds within 3 days
 - Failing to provide notice of pending drawdowns for PTNA projects
 - Using funds improperly or incurring costs that are not necessary expenses
 - Drawing down funds outside of the period of performance
 - Not responding to or correcting audit findings
- Wait too long to request an AA – it can take several months to receive a fully executed AA, more if there are significant edits, and all projects must **BEGIN** work within **1 year** of receiving the Special Account Funds Notice



Just in case you forget all of this, you can refer to Section VIII.B or Appendix M of the SNPLMA Implementation Agreement for a detailed explanation of the ASAP Process.



Authorization to Expend Transferred Funds Letters



Eligibility and Brief History

The BLM can directly transfer funds to the following agencies:

- ❖ Bureau of Reclamation
- ❖ Federal Highway Administration
- ❖ Fish and Wildlife Service
- ❖ USDA Forest Service
- ❖ National Park Service

Direct transfer eligibility was granted in Round 6 of the SNPLMA Program. All eligible entities are expected to use the direct transfer process for all Round 6 and later projects.

Many projects in Rounds 1-5 were initially funded through Inter-Agency Agreements before being converted to the transfer process. These are called “hybrid projects” since they have been partially funded under reimbursement and partially funded by transfer.



United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Southern Nevada District Office
4701 N. Torrey Pines Drive
Las Vegas, NV 89130
<http://www.blm.gov/nv/st/en/fo/vfo.html>

JUL 06 2012

In Reply Refer to:
2710 (NVS0055)

To: Genny Wilson
Acting Deputy Forest Supervisor, U.S. Forest Service

From: Kelly Ross
Conservation Initiatives and MSHCP Program Manager, SNPLMA Division

Subject: Modification of Authorization to Expend Southern Nevada Public Land Management Act (SNPLMA) Project Funds Provided by 1151 Direct Transfer

SNPLMA Implementation Agreement Date: Reissue 10/2007	Check appropriate box: <input type="checkbox"/> Original Notification <input checked="" type="checkbox"/> Modification Notification #: 0002
Under the authority of:	<input checked="" type="checkbox"/> DOI Secretary Decision Document Approving Project Dated: October 28, 2001 <input checked="" type="checkbox"/> PL 105-263, SNPLMA <input checked="" type="checkbox"/> Other: OMB Circular A-11
EDUCATION IN THE ENVIRONMENT (Priority 4-3, SNPLMA Project # FS04): The purpose of this modification is to reduce the amount allocated to this project by \$90.04 and to close-out this agreement. The SNPLMA Division approved this project as closed on 7/6/2012.	
All other confirmations and agreements contained in the original notification of authorization to expend funds remain unchanged.	

Total funding made available through the Secretary's decision and other processes contained in the SNPLMA Implementation Agreement (IA) is:

a. Total Amount Approved and Allocated to the Project:	\$0.00
b. Approved Contingency:	\$ N/A Unless Available & Approved
c. Approved Special Account Reserve (SAR):	\$ N/A Unless Available & Approved
d. Approved Budget Reallocation Account (BRA):	\$ N/A Unless Available & Approved
e. New Allowed Costs (NAC):	\$37,170.00
f. Allocation Adjustment for Close-out:	\$ (90.04)
g. Total Allocation:	\$37,079.96
h. Amount for this Project Not to Exceed:	\$37,079.96

Period of Performance: Start Date: 11/15/2004 End Date: 3/31/2012

Example Transfer Letter

What Does it Take to Set Up a Transfer Letter?

1

- Entity submits a written request to the SNPLMA Division to initiate project funding
- Entity submits a work plan in the SNPLMA quarterly reporting database

2

- SNPLMA Program Manager approves the work plan
- SNPLMA Program Manager confirms approved amount and funding availability and drafts and signs a transfer letter

3

- SNPLMA Program Manager distributes fully executed transfer letter to the requesting entity and SNPLMA Accountant

How Transferred Funds Get from “A” to “B”

1

- Transfer Request Submitted through SNPLMA Quarterly Reporting Database

2

- SNPLMA Division approves request and forwards it to the SNPLMA Accountant at the Interior Business Center in Denver

3

- SNPLMA Accountant ensures sufficient cash availability and forwards transfer request to the BLM Washington Office Budget Group

4

- BLM Washington Office Budget Group submits transfer request data to the Department of the Treasury Financial Management Service

5

- Treasury reviews and approves transfer request and transfers funds to the requesting agency's headquarters office. (When Treasury changes the status of the transaction to "Star Posted", funds are available for use by the receiving agency.)

6

- Once transferred funds are available, the local office must coordinate internally with their agency headquarters office and regional office to move funds into the correct project accounts

Do's and Don'ts of the Transfer Process

DO

- Identify quarterly transfer amounts consistent with how much you anticipate being able to expend during that quarter
- Submit your request through the SNPLMA Quarterly Reporting Database
 - It is **CRITICAL** when doing this that you update the “Expended/Obligated” dollar figure so that the “% of funds expended/obligated” figure is accurate.
- Provide adequate justification if you are requesting additional funds and have not yet spent 95% of previously transferred funds
- Provide adequate justification when requesting additional funds if the overall percent complete for the project differs from the total percent of funds transferred by more than 10%

DON'T

- Request funds if there is no expectation that the funds can be obligated or expended within **3 MONTHS**
- Request more funds if you have not spent 95% of previously transferred funds
- Rely on off-cycle transfer requests to receive money when you need it; make sure to plan ahead and account for upcoming contracts/work when submitting requests in the quarterly reporting database.
- Request funds via transfer if project funds are tied up on an IAA. Funds must be de-obligated from the IAA before they can be transferred. *(Hybrid Projects Only)*



Just in case you forget all of this, you can refer to Section VIII.A or Appendix N of the SNPLMA Implementation Agreement for a detailed explanation of the 1151 Transfer Process.



Inter-Agency Agreements

Eligibility and Brief History

All Federal agencies are eligible to receive funds through an Inter-Agency Agreement (IAA) on a reimbursable basis. Since Round 6, however, agencies eligible to use the direct transfer process are expected to request project funding by transfer rather than an IAA. To that effect, the following agencies are those most likely to operate under and initiate new IAAs for SNPLMA Projects:

- ❖ Environmental Protection Agency
- ❖ Natural Resource Conservation Service
- ❖ U.S. Army Corps of Engineers
- ❖ U.S. Geological Survey
- ❖ Bureau of Reclamation

These agreements were formerly referred to as “Inter-Governmental Orders” or “IGOs”.

Many projects in Rounds 1-5 were initially funded through Inter-Agency Agreements before being converted to the transfer process. These are called “hybrid projects” since they have been partially funded under reimbursement and partially funded by transfer.

UNITED STATES DEPARTMENT OF THE INTERIOR INTER-INTRA-AGENCY AGREEMENT (IAA)		1. Period of Performance	
		START	END
		03/17/2005	12/31/2012
Buyer has work performed for them by the Seller named in item 6b. Seller to perform work as described herein for the agency named in item 6a.			
SEE INSTRUCTIONS ON PAGE 2			
2. Common Document Number (Agreement Number) L05PG04854 Page 1 of 4		3. Check appropriate box <input type="checkbox"/> Original <input checked="" type="checkbox"/> Modification No. 0003	
4. Under the authority of (Cite authorities): <input type="checkbox"/> 43 U.S.C. 1701 et seq., (FLPMA) <input type="checkbox"/> Service First, Title IV, Section 428 <input type="checkbox"/> 31 U.S.C. 1535 (the Economy Act)		<input type="checkbox"/> Working Capital Fund (WCF) <input checked="" type="checkbox"/> Southern Nevada Public Land Management Act	
5. Description of Work: De-obligate funds and close IAA. See Articles.		PROJECT TITLE: "Ground Water Hydrologic Model for Northeast Clark County" (Priority 5-1, Project# NP12)	
Buyer		Seller	
6a. Agency: Bureau of Land Management Address: 1340 Financial Blvd. Reno, NV 89502 Finance POC: Angela Hitt, Contract Specialist Email: ahitt@blm.gov Phone: (775) 861-6592 Fax: (775) 861-6634 Technical Point of Contact: Kelly Ross, SNPLMA Program Manager Email: Kelly_Ross@blm.gov Phone: (702) 515-5120 Fax: (702) 515-5110		6b. Agency: National Park Service, Lake Mead NRA Address: 601 Nevada Way Boulder City, NV 89005 Finance POC: Scott Briggs, Budget Officer Email: Scott_Briggs@contractor.nps.gov Phone: (702) 293-8687 Fax: (702) 293-8763 Technical Point of Contact: Kate Hanson Email: Kate_Hanson@nps.gov Phone: (702) 293-8951 Fax: (702) 293-8936	
ACCOUNT DATA		BUYER	
7. Agency Location Code 8. BPN Number (DUNS #) FSN 9. Treasury Account Symbol (TAFS) 10. Standard General Ledger 11. Cost Structure/Account 12. Business Event Type Code 13. Requisition Number for Buyer/Project Account for Seller 14. Contract Line Number for Buyer/ Proposal Number or other data for Seller 15. Buyer provide Expiration of Funding Source (Date or indefinite)		7a. 14-11-0008 8a. 084359236 9a. 14XS232 10a. 11a. LLNV500550- L58610000- PH0000- LXSNNP126100- 253G.00 12a. 13a. 14a. 15a. 12/31/2012	
		SELLER	
		7b. 14-10-0099 8b. 099003196 9b. 14X1311 10b. 11b. 8360-C113-454 12b. 13b. 14b. 15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a	
16. Amount Obligated by Buyer a. Initial or current obligation: \$ 1,238,600.00 b. Modification Amount (check one) <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease (\$38,193.04) c. Total obligation: \$ 1,200,406.96		17. Bill To (Name and Address, including zip code of Finance Office): Name: OC622-Payments Section, Bureau of Land Management Address: Denver Federal Center, Bldg. 50, POB 25047 Denver, CO 80225	
18. Billing for Federal Agencies and DCID will be processed via IPAC. (billing will be done: <input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly <input checked="" type="checkbox"/> quarterly <input type="checkbox"/> in advance)			
Upon Approval, this agreement constitutes an obligation against Buyer requesting the work, or authority to proceed with work by the herein named agency in anticipation of reimbursement.			
19. Approved for Buyer: (Contracting Officer or other Authorized Signature) *other only for WCF Kenda C. Tucker		20. Approved by Seller: (Seller's Authorizing Signature) [Signature]	
19a. Name (Type): Kenda C. Tucker		20a. Name (Type):	
19b. Title: Chief of Contracting		20b. Title: Administrative Officer	
19c. Date: 3/14/2013		20c. Date: 3/16/2013	

Example Inter-Agency Agreement

What Does it Take to Set Up an IAA?

1

- Entity submits a written request to the SNPLMA Division to initiate project funding
- Entity submits a work plan in the SNPLMA quarterly reporting database

2

- SNPLMA Program Manager requests establishment of a WBS element from SNPLMA Accountant

3

- SNPLMA Program Manager approves the work plan
- SNPLMA Program Manager creates a purchase requisition in the Federal Business Management System (FBMS)

4

- SNPLMA Program Manager drafts the IAA and forwards it to the BLM Nevada State Office (NSO) Contracting Division

5

- BLM NSO Contracting Specialist forwards final version of IAA to the requesting entity for signature

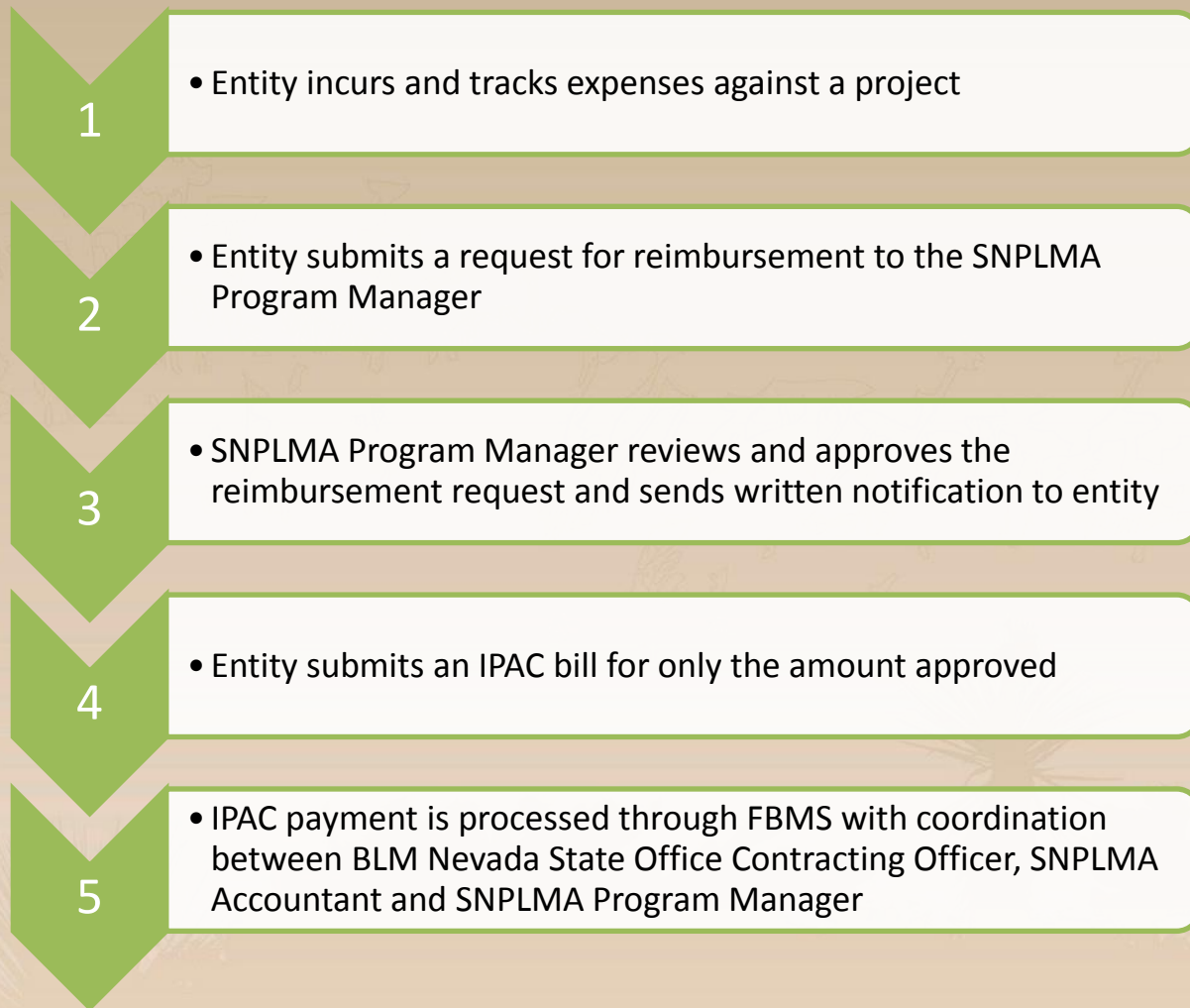
6

- Requesting entity signs IAA and sends it to the BLM NSO Contracting Specialist

7

- BLM NSO Contracting Officer signs the IAA and a fully executed agreement is distributed to the requesting entity, the SNPLMA Program Manager, and the SNPLMA Accountant

We've Done the Work, Now How Do We Get Paid?



Do's and Don'ts of IAA's and the Reimbursement Process

DO

- Submit reimbursement requests quarterly
- Include a consolidated financial report (financial summary) showing obligations and expenditures for the project with your reimbursement request
- Ensure that **ALL** backup documentation for expenditures (invoices, contracts, credit card statements, travel vouchers, etc.) is retained in the project file for interim file reviews or review at project close-out

DON'T

- Take longer than 60 days to sign and return the IAA to the BLM NSO Contracting Specialist
- Submit every invoice, receipt, contract, credit card statement, time sheet, travel voucher, vehicle log or other backup documentation with your Reimbursement Request
- Let expenditures pile up and wait too long to submit a reimbursement request
- Use contingency funds obligated on the initial IAA until use of those contingency funds has been approved by the SNPLMA Division in writing (*for Round 10 and later projects only*)



Just in case you forget all of this, you can refer to Section VIII.C or Appendix J.B and J.D of the SNPLMA Implementation Agreement for a detailed explanation of the IAA and Reimbursement Process.



Task Orders



Eligibility and Brief History

The Bureau of Land Management (BLM) is the only entity eligible to receive funds through a Task Order (TO).

Projects approved in Rounds 1-5 (and some Round 6) are funded through a reimbursable TO. Projects approved in Round 6 and later are funded through a direct charge TO.

BLM projects operating under a reimbursable "1920" task order will need to follow the guidelines for submitting reimbursement requests as detailed in the IAA section of this training.

BLM projects operating under a direct charge "58XX" task order charge directly to the SNPLMA Special Account financial subactivity for the applicable project category.

Form 1681-3 (May 1998)		UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT		1. Fiscal Year (s) (Period of Fund Availability)	
REIMBURSABLE WORK AUTHORIZATION (RWA), INTER/INTRA-AGENCY AGREEMENT (IA)					
<input type="checkbox"/> REIMBURSABLE WORK AUTHORIZATION (BLM to perform work as described herein for the agency named in item 6)		<input type="checkbox"/> INTER-AGENCY/INTRA-AGENCY AGREEMENT (To have work performed for BLM by the agency named in item 6a)		NO YEAR FUNDS	
2. BLM RWA Project No./BLM IA No. Implementation Agreement, 7/2007		3. Check appropriate box: <input type="checkbox"/> Original <input checked="" type="checkbox"/> Modification No. 2 <input type="checkbox"/> Task Order LXSNBL606100			
4. Under the authority of (Cite authorities): <input type="checkbox"/> 43 U.S.C. 1701 et seq. (FLPMA) <input type="checkbox"/> 31 U.S.C. 1535 (the Economy Act) <input type="checkbox"/> Department of the Interior Appropriation Act for FY <input checked="" type="checkbox"/> Other PL 105-263 and PL 107-282					
5. Description of work (If more space is needed, attach additional sheets): EVALUATION OF BASIN FILL AQUIFERS IN SOUTHERN SPRING AND SNAKE VALLEYS AND THEIR CONNECTION WITH SURFACE-WATER RESOURCES AND WITH THE REGIONAL CARBONATE-ROCK AQUIFER (Priority 8-1, BL60). This is a Task Order Modification to close and de-obligate the project. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.					
6. BLM Office SNPLMA Address 4701 N. Torrey Pines Drive, Las Vegas, NV 89130 Organization NV-055 Project Manager Kelly Ross Phone (include area): 702-515-5120		6a. Participating Agency Bureau of Land Management Address HC 33, Box 33500, Ely, NV 89301 Finance POC John Vest Phone (include area code) 303-236-9359 Project Manager Mark D'Aversa Phone (include area code) 775-289-1895			
BILLING DATA		BLM		PARTICIPATING AGENCY	
7. Agency Location Code	7a. 14-11-0008	7b. 14-11-0008			
8. Fund Account Symbol	8a. 14X5232	8b. 14X5232			
9. Account/Cost Structure	9a. 2009 LLNVS00550 253G.00 L586100000.PH0000 LX.SN.BL606100	9b. LLNVL00000 L586100000.MU0000 LX.SN.BL606100			
10. Procurement Document Number	10a. LXSNBL606100	10b. LXSNBL606100			
11. For RWA: Participating Agency's \$ Amount Obligated		12. For IA's: Amount Obligated by BLM			
a. Current amount		a. This obligation		(\$ 6,289.80)	
b. Modification: Amount of Increase or Decrease (circle one)		b. Previous obligation		\$37,950.00	
		c. Total obligation		\$31,660.20	
c. Total amount available		d. Amount Obligated by BLM for this Action Not to Exceed		\$31,660.20	
d. Over-run allowed: _____% or \$ Billing for Federal Agencies will be processed via OPAC. DOD bills will be processed on a SF-1080. "Automatic" billing will be done quarterly by the National Business Center unless specified. Other (identify):		13. Method of Payment: (Applies to IAs only) <input type="checkbox"/> Advance <input type="checkbox"/> Reimbursement <input type="checkbox"/> Progress			
14. Bill To (Name and Address including zip code of Finance Office): Bureau of Land Management, Division of SNPLMA Acquisition, Improvement & Conservation Programs (NV-055) 4701 N. Torrey Pines Drive Las Vegas, NV 89130					
Upon approval, this agreement constitutes an obligation against BLM if requesting the work, or authority to proceed with work by BLM for the herein named agency in anticipation of reimbursement.					
15. Approved For the Bureau Of Land Management by:  (Authorized Signature)		16. Approved for BLM Ely District Office by:  (Participating Agency Signature)			
15a. Name (Type) Kelly Ross		16a. Name (Type) FOR Rosemary Thomas			
15b. Title Program Manager, Conservation Initiatives, SNPLMA		15c. Date 4/17/13		16b. Title BLM Ely District Manager	
		16c. Date 17 April 2013			

Which Type of Task Order Do You Have?

Form 1681-3 (May 1998) UNITED STATES DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT

1. Fiscal Year (s) (Period of Fund Availability)

REIMBURSABLE WORK AUTHORIZATION (RWA), INTER/INTRA-AGENCY AGREEMENT (IA)

☐ REIMBURSABLE WORK AUTHORIZATION (BLM to perform work as described herein for the agency named in item 6)

☐ INTER-AGENCY/INTRA-AGENCY AGREEMENT (To have work performed for BLM by the agency named in item 6a)

NO YEAR FUNDS

2. BLM RWA Project No./BLM IA No. Implementation Agreement, 7/2007

3. Check appropriate box: ☐ Original ☒ Modification No. 2 ☐ Task Order LXSNBL606100

4. Under the authority of (Cite authorities): ☐ 43 U.S.C. 1701 et seq. (FLPMA) ☐ 31 U.S.C. 1535 (the Economy Act) ☐ Department of the Interior Appropriation Act for FY ☒ Other PL 105-263 and PL 107-282

5. Description of work (If more space is needed, attach additional sheets): EVALUATION OF BASIN FILL AQUIFERS IN SOUTHERN SPRING AND SNAKE VALLEYS AND THEIR CONNECTION WITH SURFACE-WATER RESOURCES AND WITH THE REGIONAL CARBONATE-ROCK AQUIFER (Priority 8-1, BL60). This is a Task Order Modification to close and de-obligate the project. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

6. BLM Office SNPLMA Address 4701 N. Torrey Pines Drive, Las Vegas, NV 89130 Organization NV-055 Project Manager Kelly Ross Phone (include area): 702-515-5120

6a. Participating Agency Bureau of Land Management Address HC 33, Box 33500, Ely, NV 89301 Finance POC John Vest Phone (include area code) 303-236-9359 Project Manager Mark T.

BILLING DATA		BLM		PARTICIPATING AGENCY	
7. Agency Location Code	7a. 14-11-0008	7b. 14-11-0008	7b. 14-11-0008	7b. 14-11-0008	7b. 14-11-0008
8. Fund Account Symbol	8a. 14X5232	8a. 14X5232	8b. 14X5232	8b. 14X5232	8b. 14X5232
9. Account/Cost Structure	9a. 2009 LLNV000000 253G.00 L586100000.PH0000 LX.SN.BL606100	9a. 2009 LLNV000000 253G.00 L586100000.PH0000 LX.SN.BL606100	9b. LLNV000000 L586100000.MU0000 LX.SN.BL606100	9b. LLNV000000 L586100000.MU0000 LX.SN.BL606100	9b. LLNV000000 L586100000.MU0000 LX.SN.BL606100
10. Procurement Document Number	10a. LXSNBL606100	10a. LXSNBL606100	10b. LXSNBL606100	10b. LXSNBL606100	10b. LXSNBL606100

11. For RWA: Participating Agency's \$ Amount Obligated

a. Current amount

b. Modification: Amount of Increase or Decrease (circle use)

c. Total amount available

d. Over-run allowed % or \$

12. For IA's: Amount Obligated by BLM

a. This obligation (\$ 6,289.80)

b. Previous obligation \$37,950.00

c. Total obligation \$31,660.20

d. Amount Obligated by BLM for this Action Not to Exceed \$31,660.20

13. Method of Payment (Applies to IA's only)

☐ Advance ☐ Reimbursement ☐ Progress

14. Bill To (Name and Address including zip code of Finance Office): Bureau of Land Management, Division of SNPLMA Acquisition, Improvement & Conservation Programs (NV-055) 4701 N. Torrey Pines Drive Las Vegas, NV 89130

Upon approval, this agreement constitutes an obligation against BLM if requesting the work, or authority to proceed with work by BLM for the herein named agency in anticipation of reimbursement

15. Approved for the Bureau of Land Management by: Kelly Ross (Signature)

16. Approved for BLM Ely District Office by: Rosemary Thomas (Signature)

15a. Name (Type) Kelly Ross

15b. Title Program Manager, Conservation Initiatives, SNPLMA

15c. Date 4/17/13

16a. Name (Type) Rosemary Thomas

16b. Title BLM Ely District Manager

16c. Date 17 April 2013

Reimbursable Task Order

PARTICIPATING AGENCY	
7b. 14-11-0008	7b. 14-11-0008
8b. 14X5232	8b. 14X5232
9b. LLNV000000 253G.00 L19200000.PH0000 LRSNCI260800	9b. LLNV000000 253G.00 L19200000.PH0000 LRSNCI260800
10b. LRSNCI260800	10b. LRSNCI260800

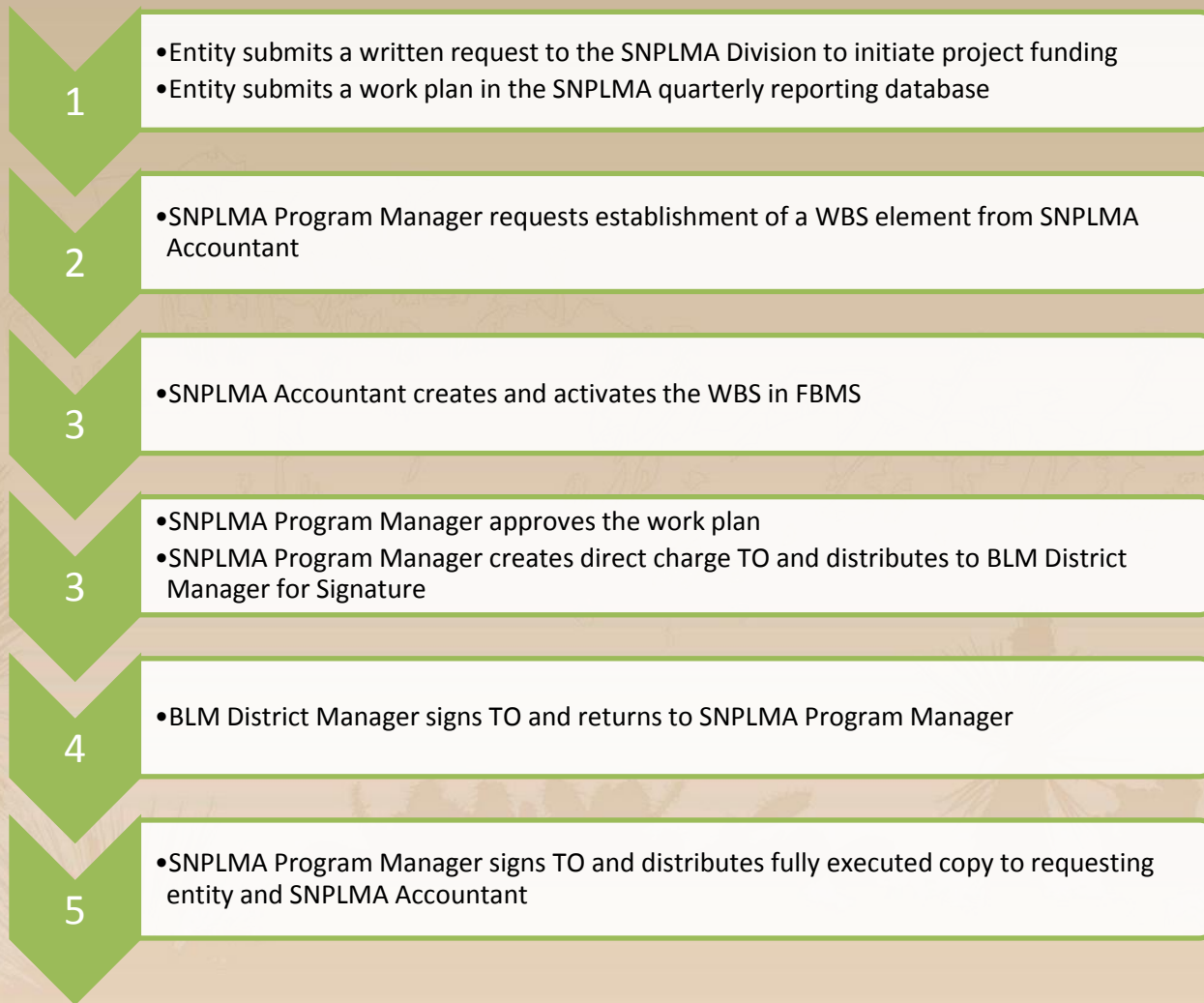
Direct Charge Task Order

PARTICIPATING AGENCY	
7b. 14-11-0008	7b. 14-11-0008
8b. 14X5232	8b. 14X5232
9b. LLNV000000 L586100000.IB0000 LX.SN.BL736100	9b. LLNV000000 L586100000.IB0000 LX.SN.BL736100
10b. LXSNBL736100	10b. LXSNBL736100

Different Direct Charge Subactivity Codes:

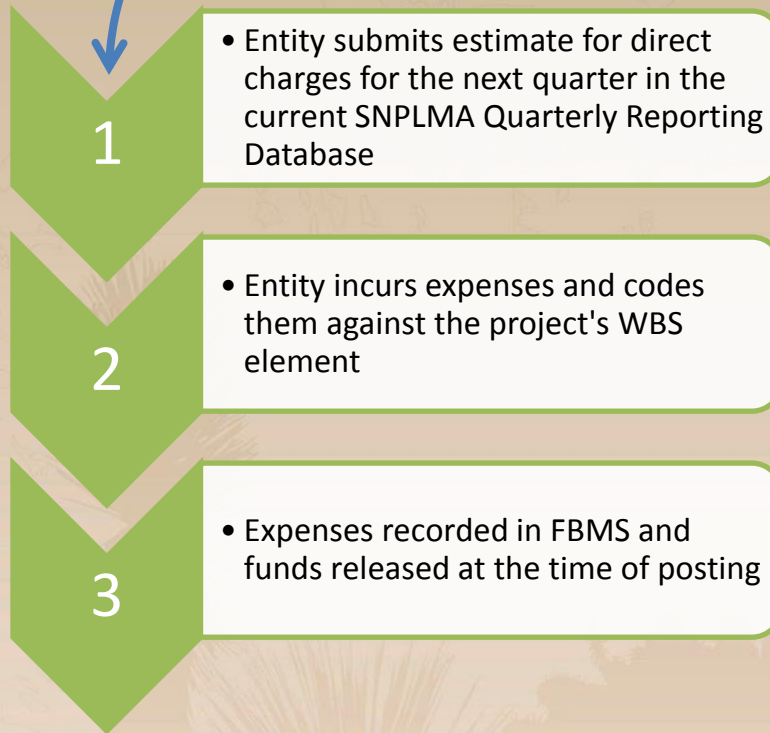
- 5851 – Land Acquisitions
- 5861 – Conservation Initiatives
- 5852 – Capital Improvements
- 5868 – ENLRP
- 5854 – Pre-Proposal Planning
- 5869 – Hazardous Fuels

What Does it Take to Set Up a Task Order?



We're Charging to the Project, How Do We Get Money?

Direct Charge Projects



Reimbursable Projects



Do's and Don'ts of Task Orders

DO

- Record direct charge estimates and reimbursement requests for the quarter in the SNPLMA Quarterly Reporting Database
- Follow all guidelines for reimbursement requests identified for IAAs if you have a reimbursable project
- Ensure that **ALL** backup documentation for expenditures (invoices, contracts, credit card statements, travel vouchers, etc.) is retained in the project file for interim file reviews or review at project close-out

DON'T

- Charge directly to reimbursable projects!
- Mix up the numbers in your WBS - otherwise charges will post to the wrong project, and possibly in the wrong category
- Include contingency funds on the original TO for projects approved in Round 10 and later; once use of contingency funds has been approved, the TO can be modified to add those funds



Just in case you forget all of this, you can refer to Section VIII.D or Appendix J.B and J.D of the SNPLMA Implementation Agreement for a detailed explanation of the Task Order Process.



Ready, Set, Go!

Your agreement is in place and you know how to request funds – you're ready for project implementation! Just remember:

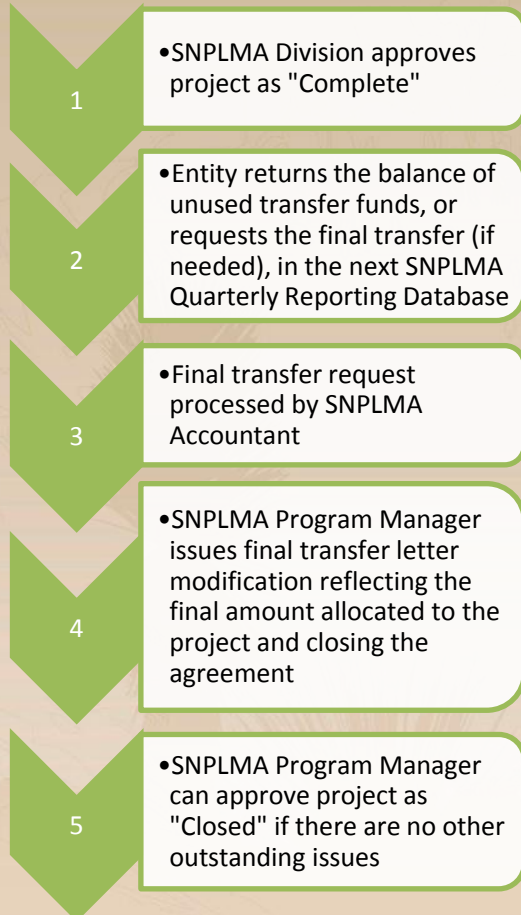
1. You must retain all backup documentation for expenditures (invoices, contracts, credit card statements, travel vouchers, etc.) for interim file reviews or for review at project close-out
2. All costs must be in accordance with the Necessary Expense Doctrine
3. Your funding instrument is your "Golden Ticket" to project implementation – over the course of your project check to make sure that your funding instrument is accurate in regards to the amount and start/end dates, and that it is updated as project changes are approved.

Just as your project can't begin without a funding instrument, your project cannot be officially closed until your funding instrument is closed.

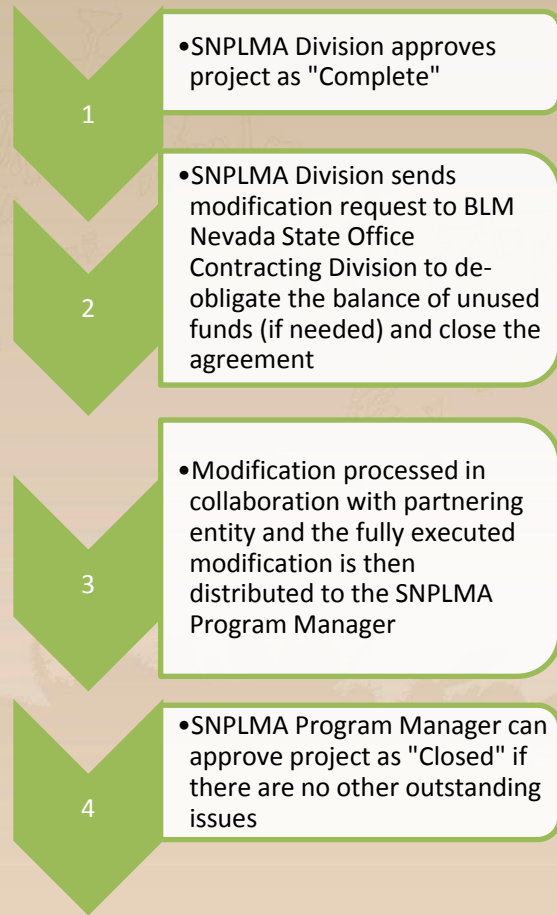
How to Get from “Completed” to “Closed”

Your project may be completed, but it's not closed until the funding instrument is closed.

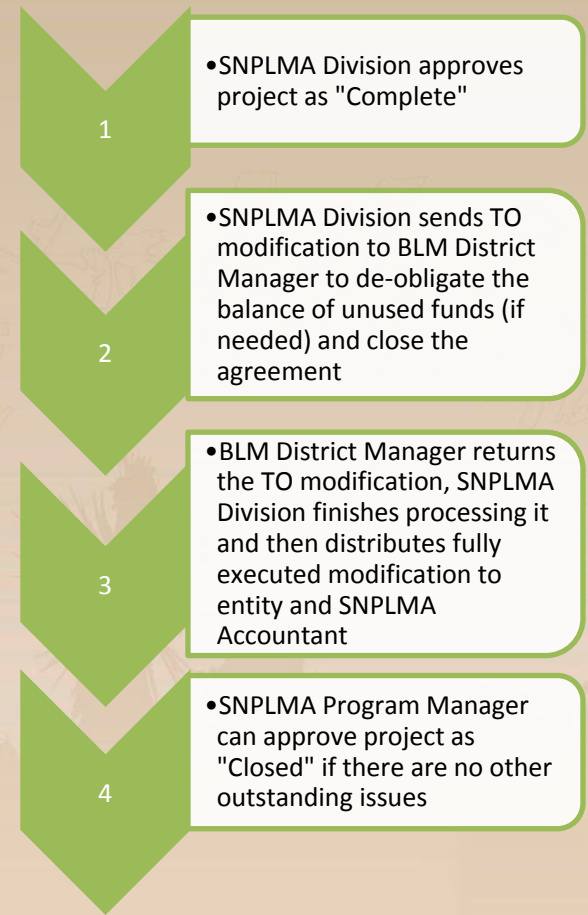
Transfer Letters



AA's and IAA's



Task Orders





SNPLMA 101

Program Overview

SNPLMA 201

Project Nomination

SNPLMA 301

Approval & Funding

SNPLMA 401

Implementation

SNPLMA 501

Closeout

**RED ROCK CANYON
NATIONAL CONSERVATION AREA**
BUREAU OF LAND MANAGEMENT

Introduction & Purpose

- SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.
- This course will focus on the **Implementation** process.
- Within the Implementation process, the emphasis will be on:
 - The project purpose, time, and amount
 - SNPLMA program and partner audits – lessons learned
 - Quarterly Status Reporting in the SNPLMA database
 - SNPLMA project file review

Quick Review

- Project was nominated by the agency/entity and approved by the Secretary of the Interior – *Nomination Process*
- Workplan in the SNPLMA Database is approved – *Funding Process*
- Financial instrument is approved/awarded – task order, Assistance Agreement, IAA, direct transfer – *Funding Process*

SNPLMA Implementation Guidance

- SNPLMA Implementation Agreement contains the business rules for our four core project processes. Latest version is February 2013.
- Solicitor's Opinion, February 2005 – SNPLMA funds are appropriated funds and must be expended in accordance with Appropriations Law principles.
- Appropriations Law introduces the concept of availability, which includes purpose, time, and amount. All three must be observed for an expenditure to be legal.
- The Implementation Agreement is updated to reflect Appropriations Law.
- Constantly improving and refining the Implementation Agreement as new information is available from SNPLMA program or project audits, Solicitor Opinions on specific project implementation issues, OMB Circular guidance and regulations, etc.

Purpose

Specific vs. General:

- An appropriation for a specific object is available for that object to the exclusion of a more general appropriation, which might otherwise be considered available for the same object, and the exhaustion of the specific appropriation does not authorize charging any excess payment to the more general appropriation, unless there is something in the general appropriation to make it available in addition to the specific appropriation.³⁷ In other words, if an agency has a specific appropriation for a particular item, and also has a general appropriation broad enough to cover the same item, it does not have an option as to which to use. It must use the specific appropriation.
- If two appropriations are available for the same purpose, the agency may elect which one to use. Once the election is made the agency must continue to use that appropriation until the end of the project.

Purpose

- The purpose of the project is determined in the nomination. Prior to Round 13 the purpose of the project is derived through the common meaning of the words in the nomination.
- The nomination criteria, package requirements, workplan, and other available information will be used to determine the project's purpose. In most cases, the nomination will state the deliverables or products resulting from the project.
- Appropriations Law does not differentiate a “[program](#)” from a “[project](#)”. The terms are used interchangeably.

Purpose

- Beginning in Round 13, the purpose of the project is explicitly stated: Who will do What, Where and Why. How the purpose is accomplished is less significant because there are multiple ways to accomplish the same purpose.

Example: The FS will implement 1,000 to 1,500 acres of hazardous fuels reduction treatments in the in the South Shore planning area to reduce the threat to public safety from catastrophic wildfires and to restore the area to Fire Regime Condition Class 1.

- Purpose = Scope, what's in and what's out. The purpose statement is both inclusive and exclusive, meaning, a purpose statement to plan for hazardous fuels treatments can include the NEPA and clearances without directly stating so, but at the same time it excludes implementation-type activities.

Purpose

- Discrepancies between in the purpose usually appear at project closeout. The SNPLMA Division Program Manager and the agency/entity will work together to define the purpose and a scope change to close the project may be required.
- *Key principle: the meaning of the words cannot be expanded or different definitions used to justify your desired implementation actions.*
- Consequences of not being familiar with the purpose of the project could be costly. Do you have the budget to repay the SNPLMA account for not understanding the purpose of your project?

Time

“It is expected that approved projects will be implemented in accordance with the project purpose and deliverables stated in the nomination and within the timeframe specified in the project nomination, with appropriate time allocated for project startup and closeout as agreed upon in the work plan approved by the BLM. Time extension requests should be considered exceptions to the expected practice of timely implementation of projects and therefore limited in number and scope.” – Secretary Jewell

Time

- The timeframe of a project is determined in the nomination or derived from the supporting budget and documentation, such as the deliverables or the Appendix B-(1, 3, 4, 5, 6, 7, 8, 9, 10, 11) or Expanded Budget .
- The timeframe is calculated from the earliest starting action to the latest finishing action.
- A project begins with the receipt of the signed financial instrument and ends with a project closeout letter from the SNPLMA Division.
- Specific dates listed in a nomination are not used literally to determine a project's timeframe, rather, the dates will be used to establish the period of performance once the project begins.

Time

- Beginning with Round 13 the timeframe of a project depends on the category:
 - Environmentally Sensitive Land Acquisitions – 2 years
 - PTNA, Capital Improvements, Conservation Initiatives, Lake Tahoe capital projects – 5 years
 - ENLRP projects and science projects funded through either Lake Tahoe, ENLRP or Conservation Initiatives – 4 years
 - Hazardous fuels reduction projects (in any category) – 6 years
- These timeframes include start-up and closeout.

Amount

- The initial amount of funding is authorized by the Secretary of the Interior's Decision Document(s).
- Each Round, the Secretary of the Interior authorizes an amount of funding for the Special Account Reserve (SAR) for distribution by the Executive Committee as they determine necessary.
- New or additional funding through Budget Reallocation (BRA) – moving funding from one project to another in the same category and agency – is no longer authorized.
- Per Executive Committee decision, there are new rules for using contingency funds. If authorized by the Secretary, the agency/entity must demonstrate to the SNPLMA Division why the funds are needed.

Amount

- SNPLMA funding is considered “no-year funds” which means the Secretary is not bound by fiscal year budget rules to approve funding for new projects. Once a project is approved, the entity has to complete the work based on the timeframe approved in the nomination.
- Funding is authorized for “necessary expenses” to carry out the purpose of the project, which means:
 1. expenditures must bear a direct relationship to carrying out the purpose of the project;
 2. must not be prohibited by law; and
 3. must not be covered by more specific source of funding.
- Indirect cost rates are not allowed unless authorized by other laws or regulations, as in the case of grants and assistance agreements.

Amount

- Overhead charges are best as direct charges; however, they may be allocated as a percentage of the total workload.
 - For example: the SNPLMA projects for the Get-R-Done District are 25% of the total workload for the District Manager and the support staff, therefore it is reasonable to charge labor and operations at a 25% rate in a corporate budget scenario. This is not a flat rate. It must adjust based on current workload.
 - This can be calculated using hours, percentage of burden, etc.
 - This form of charge should be re-examined and adjusted, as appropriate, at least each year or at logical stages in your agencies budget cycle.
 - It is important to document what method and rationale the management team is using to justify overhead charges and be consistent.
 - Standard indirect overhead charges are not allowed. It is your responsibility to get a waiver from your management to not assess standard indirect cost charges.

SNPLMA Program and Partner Audits

- The SNPLMA Program has undergone multiple audits and reviews by various levels of government accountability offices, including, the Office of Inspector General (OIG), the Office of Management and Budget (OMB), and the Secretary of the Interior Office of Policy Analysis (PPA).
- SNPLMA fund recipients may also undergo audits or be required to submit to annual audits under the Single Audit Act.
- Audits are a good thing – they inform the process so we can improve our accountability, transparency and demonstrated results.

SNPLMA Program and Partner Audits

- Lessons Learned:
 - Labor charged to the project is not specifically attributed to the purpose. Charge where you work not where you are budgeted.
 - Documentation to support the direct labor charges has to include specific actions or deliverables the personnel performed to carry out the purpose. Not good enough to simply annotate John Doe as a Wildlife Biologist on a labor report. What did John do to contribute to the purpose? This is especially important when the persons job title is not readily apparent or logical to the purpose of the project.
 - Expenditures occurring before or after the performance period of the project. SNPLMA projects have a performance period and not a payment period. Payments can occur after the project expires as long as the work was within the performance or active period of the project.

SNPLMA Program and Partner Audits

- Lessons Learned continued:
 - Funding from one project cannot be used to supplement another, even if they are similar in scope and purpose.
 - Funding from one project cannot advance the funding for a future project even though the original account will be repaid.
 - Example: A Round 12 project cannot fund the start-up of work approved by the Secretary in Round 13, but for which SNPLMA has not made funding available yet.
 - SNPLMA funding cannot be “pooled” or mingled together with other grant funding or agency funding. Separate accounting and scope accountability is required when more than one line of funding is used on contracts or agreements, etc.
 - Project equipment/supplies/materials, etc., must be consumed by the project. “Stocking the cache” is strictly prohibited. The length of time or amount of use should be a factor in the purchase of equipment.

SNPLMA Quarterly Reporting

- The legislation requires “the Secretary, in cooperation with the Secretary of Agriculture, shall submit to the Committee on Energy and Natural Resources of the Senate and the Committee on Resources of the House of Representatives an annual report on all transactions under this Act.”
- The BLM interprets the phrase “*all transactions under this Act*” to mean the projects, land sales, affordable housing reservations, RP&P actions, etc.
- The OIG audits have emphasized the need of BLM to have tight controls over project and administrative expenditures.
- The direction to use the “1151 transfer” process requires more oversight on the use of the funds.

SNPLMA Quarterly Reporting

Each quarter you must complete the following in the SMART online database:

- Quarterly Status Update
 - Overall project complete percentage
 - Status on all deliverables not 100% complete
- Funding Process
 - Total Funds Expended/Obligated Thru XX/XX/XXX
 - Less than 95% spent justification for transfer projects, as necessary
 - Justification for ASAP drawdown or reimbursement request
- Work Plan / Project Contact Updates
 - If a modification was approved a work plan update may be required

SNPLMA Quarterly Reporting

SMART Quarterly Reporting Demonstration

S – SNPLMA

M – Management

A – and

R – Reporting

T - Tool

SNPLMA Quarterly Reporting

- Reporting is used by the SNPLMA Division to determine if progress is sufficient to justify the transfer of additional funds, ASAP drawdown, or reimbursement request.
- The Program Managers will use the quarterly reporting data (time, scope, funding input) to determine if the project is on the POC list and the color. Not reporting or inadequate reporting during the year can render your entity ineligible for Round 15 funding.
- Two consecutive quarters of no reporting can lead to project termination.
- The SNPLMA Division prepares an Annual Report to Congress to highlight the recently closed projects for the previous fiscal year. The Quarterly Reporting Database helps the BLM achieve this without burdening the agency/entity with meeting this requirement.
- The public has a right to know what the status of projects are and the SNPLMA Division uses the information to update the SNPLMA website.

What's Next?

- Use Appendix J as a guide to proper project documentation.
- Contact your Program Manager for guidance on certain decision points, like equipment purchases, scope clarifications, cost sharing principles, etc.
- Document, document, document. The decisions we make should be documented. An agency's discretion to take a course of action is not unlimited but it can help frame and provide context to expenditures, scope implementation, time, etc.



SNPLMA 101

Program Overview

SNPLMA 201

Project Nomination

SNPLMA 301

Approval & Funding

SNPLMA 401

Implementation

SNPLMA 501

Closeout



Introduction & Purpose

- SNPLMA Program has four core processes – Nomination, Approval and Funding, Implementation, and Closeout.
- This course will focus on the **Closeout** process.
- Within the Closeout process, the emphasis will be on:
 - Documentation requirements
 - Site visit and file review
 - Annual/Final Accomplishment statement in the SNPLMA database
 - Return transfer/de-obligation of agreement

Quick Review

- Project was nominated by the agency/entity and approved by the Secretary of the Interior – *Nomination Process*
- Workplan in the SNPLMA Database is approved – *Funding Process*
- Financial instrument is approved/awarded – task order, Assistance Agreement, IAA, direct transfer – *Funding Process*
- Agencies/Entities are implementing according to purpose, time, amount – *Implementation Process*
- Agencies/Entities are completing the SNPLMA Quarterly Reports and Annual Accomplishment Statements – *Implementation Process*

SNPLMA Closeout Guidance

- SNPLMA Implementation Agreement contains the business rules for our four core project processes. Latest version is February 5, 2013.
- The new Appendix J contains the documentation requirements for closeout.
- Constantly improving and refining the Implementation Agreement as new information is available from SNPLMA program or project audits, Solicitor Opinions on specific project implementation issues, OMB Circular guidance and regulations, etc.

Documentation Requirements

- The file must document the relationship of the expenditure to the purpose.
- The documentation must also show how the expenditure was made within the appropriate timeframe and within the amount available.
- Documentation can be in many formats, i.e., financial print-outs, excel spreadsheets, handwritten notes, invoices, receipts, etc.
- If multiple sources were used, the percentage or designated amount of each fund.

Documentation Requirements

- The file should contain the supporting documentation of the expenditures or a document to indicate what records are kept separately from the project file.
- The confirmation statements in Appendix J and no longer submitting the documentation to SNPLMA for review prior to completion does not relieve the agency/entity from knowing where the documents are kept and if the expenditures are valid.
- Ultimately the manager is responsible for certifying the expenditures were made within the purpose, time, and amount of SNPLMA funding provided.
- You are preparing your management for the next audit.

Time

- Beginning with Round 13 the timeframe of a project depends on the category:
 - Environmentally Sensitive Land Acquisitions – 2 years
 - PTNA, Capital Improvements, Conservation Initiatives, Lake Tahoe capital projects – 5 years
 - ENLRP projects and science projects funded through either Lake Tahoe, ENLRP or Conservation Initiatives – 4 years
 - Hazardous fuels reduction projects (in any category) – 6 years
- These timeframes include start-up and closeout.

Documenting the Time

- The expenditures must have occurred within the timeframe on the financial instrument (transfer letter, agreement, task order).
- The contract and/or agreements cannot exceed the time of the project (i.e. funding instrument).
 - DO NOT issue a subcontract or agreement to expire at the same time as your project.
 - Leave yourself a minimum 3 months to complete the documentation package.

Documenting Labor

- The purpose and function of each person charging to the project must be annotated. This includes direct or contract labor.
 - In few instances the title of the position is self explanatory, for example, a Law Enforcement Ranger charging labor to a Law Enforcement Conservation Initiative, or a fire crew charging against a hazardous fuels project.
 - Descriptions and/or documentation of the implementation process reaffirms the labor and contracted labor expenditures.
- Specific audits have required stronger documentation in this area.

Documenting Labor

- Audits will look at the number of hours charged in a pay period. For example, an employee and their relationship to the project. This is especially true for “indirect” or overhead personnel.
- The labor should sync with the reported progress. If progress reports indicate “no progress this quarter” but thousands of dollars in labor funding is expended, the appearance is you simply charged where you were programmed.
- Overhead, i.e. managers, administrative assistants, time keepers, etc., still must be allocable to the purpose of the project.

Documenting the Scope/Purpose

- The purpose of the project is established in the nomination and then further explained in detail in the SNPLMA work plan.
- The work plan establishes the target steps and timeframe for completing the purpose.
- A complete and detailed work plan coupled with thoughtful and detailed quarterly status and annual accomplishments will suffice for most projects.
- Extra documentation will be needed when the implementation deviates from or a set of actions are not logical to the purpose of the project.

Documenting the Scope/Purpose

- Example: A hazardous fuels project is funded to treat 3,000 acres for \$1,000,000 and at project close-out accomplishes 0 acres and builds a road into the treatment area for the same money instead.
- A scope change was required to bring the accomplishments of the project in line with the expenditures.
- This is a real example of why documentation is so crucial to the SNPLMA program, and all federal accounts as well.
- Don't let a permitting requirement change the scope of the project. Our partners need to understand that the funding has restrictions on the use.

Documenting the Amount

- Projects funded through SNPLMA amount to an appropriation of Federal law.
- The amount of funding provided is intended to fulfill the purpose.
- If combining funding from other sources ratchet-up the level of documentation. Documentation should show how both funding sources are appropriate for the same purpose or how each funding will accomplish a portion of the total purpose and how that it appropriate. (This goes back to the general vs. specific section of Appropriations Law Principles – Volume 1.)

Amount

- Funding is authorized for “necessary expenses” to carry out the purpose of the project.
- All expenditures must pass the three part test to be considered a necessary expense:
 1. expenditures must bear a direct relationship to carrying out the purpose of the project;
 2. must not be prohibited by law; and
 3. must not be covered by more specific source of funding.
- This is true for all Federal funds sources

Case Study: Nevada Fire Safe Council

- USFS Inspector General Audit #08703-5-SF (10) was initially an investigation about unfair contracting practices by the Nevada Fire Safe Council, a recipient of Federal funds. (This is a fast report and a full report is expected later this year.)
- The IG uncovered other issues, including co-mingling of funding and unsupported expenditures totaling \$2.7 million.
- At the time of the audit the documentation retained by the NVFSC could not support the expenditures and may be required to repay all \$2.7 million.
- This audit has triggered an audit with the BLM and NVFSC regarding SNPLMA funding.
- An audit won't necessarily look at what you think is the problem.

SNPLMA Project Review

- The BLM is to conduct periodic project inspections at logical phases of the project.
- Due to travel ceilings, the SNPLMA Division's goal is to make at least one visit/review at project closeout.
- The file review consists of making sure the proper level of documentation is being retained. It may lead to additional documentation or including or excluding certain expenditures.
 - For example, explain why the project consumed 20 shovels, 1000 gallons of gas not purchased on a vehicle credit card, or deer repellent for a Mojave restoration project.
- Follow your existing record keeping retention policies. However, it is important to know where the files are stored in case an audit or FOIA, etc.

SNPLMA Project Review

- The SNPLMA Program Manager review is not an audit. The completion of a SNPLMA review does not protect or defend an agency/entity from an audit or audit finding.
- Our goal is to help make a strong documentation package and to ensure the expenditures are documented for the authorized purpose according to the nomination.
- Take the time to properly document the file now. How much time do you have to spend looking for the documentation when an audit, FOIA, law suit, etc., comes months or years from now.

SNPLMA Project Review

- With shrinking travel ceilings and budgets, include the cost of shipping the documentation package to the SNPLMA Division for a file review, if possible.
- Set-up a schedule for a Program Manager to conduct multiple project reviews for multiple agencies/entities in the same visit.
- Field visits should be done when possible or practical. However, take lots of pictures of implementation activities. The pictures can tell the story of project implementation and possibly serve as a surrogate to a field visit.

Thank You



Questions?

www.blm.gov/snplma

- Karla Norris, Assistant District Manager, SNPLMA Division
 - (702) 515-5044 or knorris@blm.gov
- Renee Price, Administrative Assistant, SNPLMA Division
 - (702) 515-5063 or rkprice@blm.gov
- Libby White, Land Acquisitions Program Manager
 - (702) 515-5041 or l55white@blm.gov
- Jeff Wilbanks, Parks, Trails and Natural Areas Program Manager
 - (702) 515-5160 or jwilbanks@blm.gov
- Bob Taylor, Capital Improvements Program Manager
 - (702) 515-5139 or r50taylor@blm.gov
- Kelly Orr, Conservation Initiatives and MSHCP Program Manager
 - (702) 515-5120 or korr@blm.gov
- Robert Wandel, Lake Tahoe, Hazardous Fuels, & ENLRP Program Manager
 - (702) 515-5116 or rwandel@blm.gov
- Debbie Ackerman, SNPLMA Database Administrator
 - (702) 515-5130 or dackerman@blm.gov